Quality Control System
(Q C S)

SPECIAL EDITION FOR CEGRD
BAGHDAD, IRAQ

User Manual and Training Guide
(Manual for QCS Software Version 2.37)

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Chapter 1 - Quality Control System Basics

What Is the QCS Program?

The Quality Control System (QCS) is a user-friendly comprehensive system for the expedient and effective management of construction contracts through tracking and documentation of all facets of a contract being administered for U.S. Army Corps of Engineers' construction field offices.

The Quality Control System (QCS) is the Contractor Module of RMS that construction contractors utilize to exchange information electronically with the Government. The QCS program includes a **Remote QCS Program** module that allows the **Master QCS Site** to assign various modules to one or more remote QCS sites. It operates similar in principle to the QAS program that is used remotely from the Government program (RMS). QCS uses Firebird© as the software platform.

What makes QCS different from standard commercial programs (COTS)?

QCS is a Microsoft Windows® platform utilizing the Firebird® database engine designed with the User in mind. It allows the rapid entry and retrieval of information necessary to efficiently manage your resources. Several key features allow QCS to accomplish these goals. They include:

- **Planning for Design, Government and Contractor Resources**
- **Contract Administration relative to unique Business Processes**
- **Interface with other Corps of Engineers Database systems**
- **Multiple QCS Sites can be used for a given contract**
- **Contractor Quality Control Activities**
- **3-Phase Inspections at Library Level**
- **Hazard Analysis at Contractor Library level**
- **Libraries that span all contracts in database**
- **Comprehensive Report Explorer**

This chapter presents basic information about the QCS program. You will learn:

- How this manual is designed
- What hardware and software you need
- How to install and run the QCS program
- How to view and print reports

Purpose of the QCS Program

The Quality Control System (QCS) is the Contractor's Quality Control module of the Government's Resident Management System (RMS) and was developed to assist contractors in providing contract-required data to the Corps of Engineers. Furthermore, by taking advantage of the monitoring and reporting aspects of this program, the contractor can perform quality control activities more consistently and within the requirements specified by the Corps of Engineers.

About this Manual

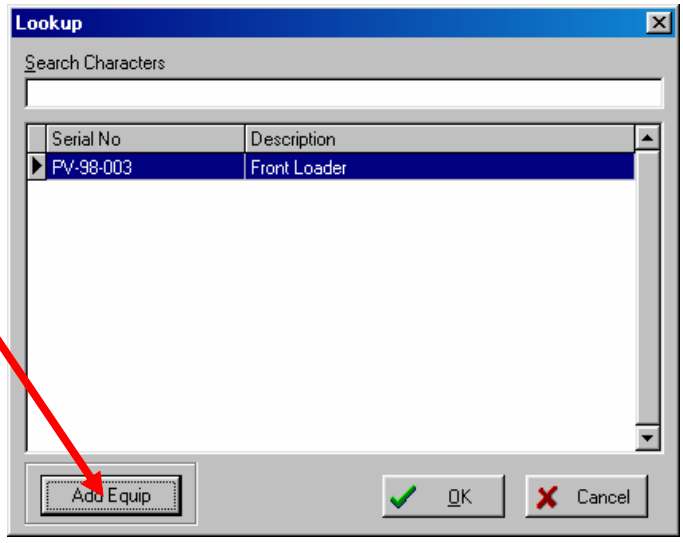
This **User Manual and Training Guide** is designed to give detailed, easy to understand instructions on how to use the QCS program. It assumes that the QCS User has an understanding of Corps of Engineers' policy and the construction business in general but it does not necessarily require any previous computer knowledge.

Typographic Conventions and Symbols

To make it easier for you to use this guide, symbols and type styles are used consistently. These are:

An ellipsis lookup associated with data entered into a cell.

When a button exists in this position, it affords the capability to add items directly without having to exit from where you are.



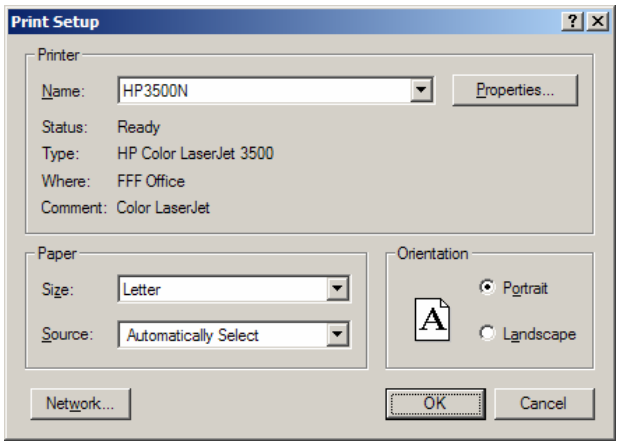
Lookup Dialog Window

Drop Down Item List associated with required data entered into cell.

Check Box indicates “yes” or “no” definitive.

Note: *The grayed check box with an apparent check showing indicates **either** ‘Yes” or “No”.*

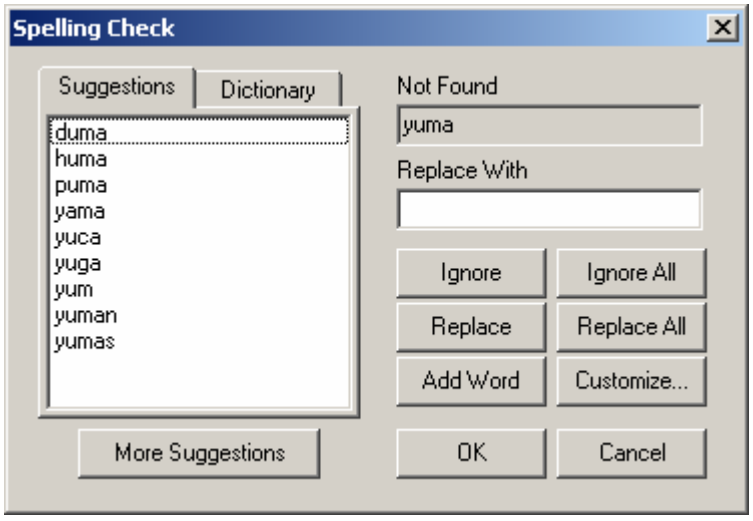
Print Option



Print Options Window

Reports Button to launch Report Screen

Spell Check Button



Spell Check Dialog Window

Add Data Delete Data

FILE	Bold / Upper Case indicates Main Menu Option
Office	Bold / Standard Case indicates Drop Down, Secondary, and any additional Menu Options
Accidents	Bold /Standard Case / Italics indicates a window name.
Forum	Italics indicates cell or field name
[Tab]	Brackets indicate keyboard functions
[Login]	Italicized Brackets indicate window buttons utilized

The Screen Layout of the System

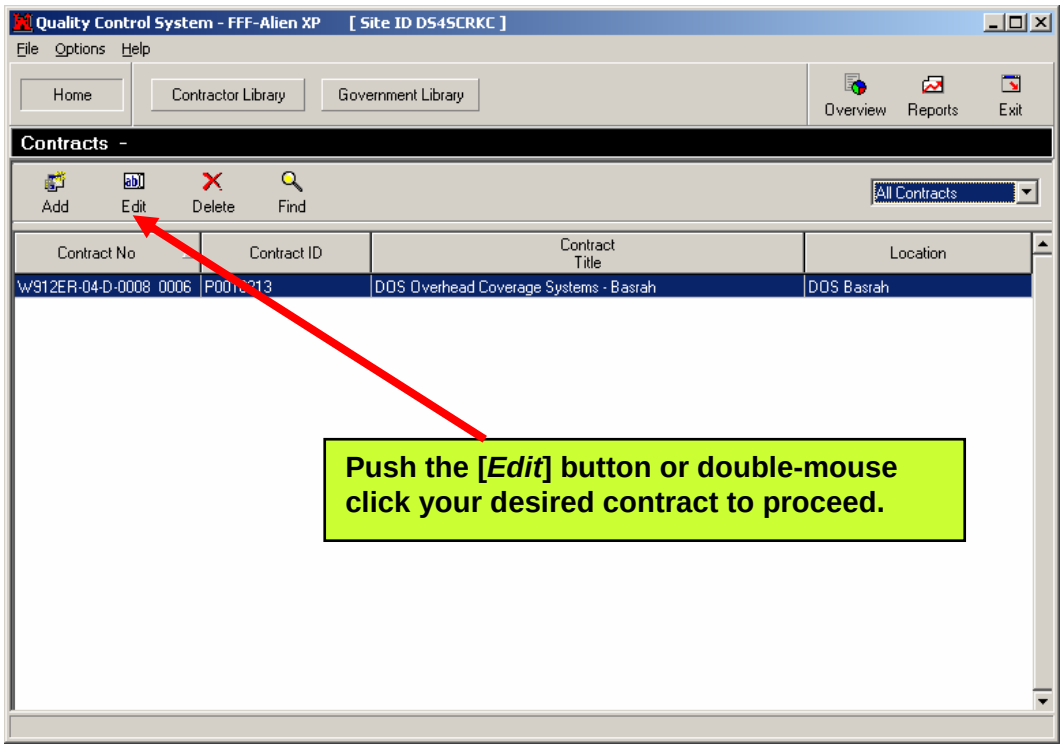
There are quite a number of screens used within the program. However, consistency exists with their appearance and navigation requirements. The QCS opening menu, shown below, is just one example. The menu bar is displayed across the top of a screen and indicates the tasks you can perform from that screen. From this screen you are able to access libraries that affect all contracts within the system. You will also be able to access numerous reports from the **REPORTS** button. The **OVERVIEW** button is not yet available, but is anticipated to provide comprehensive data, views and reports spanning all, or several contracts, with “top management” in mind.

We are going to assume you have a contract added to your program and begin discussions beginning at that point. Later in this Manual, we will explain in detail how data is exchanged with the Government, including the ability to add contracts to the program.

List of Projects

Use your cursor to highlight the contract you want and then press the [*Edit*] button (you may also just double-mouse-click on a contract). You can also use [*Find*] if you have more contracts than may be seen on the screen. When you are working with Contracts from more than one Corps of Engineers Districts, you will need to add a separate QCS program for each District. You are not able to add contracts from different Corps of Engineer Districts into the same QCS database.

There are additional menu bar options on this screen, which we shall discuss at the appropriate point.

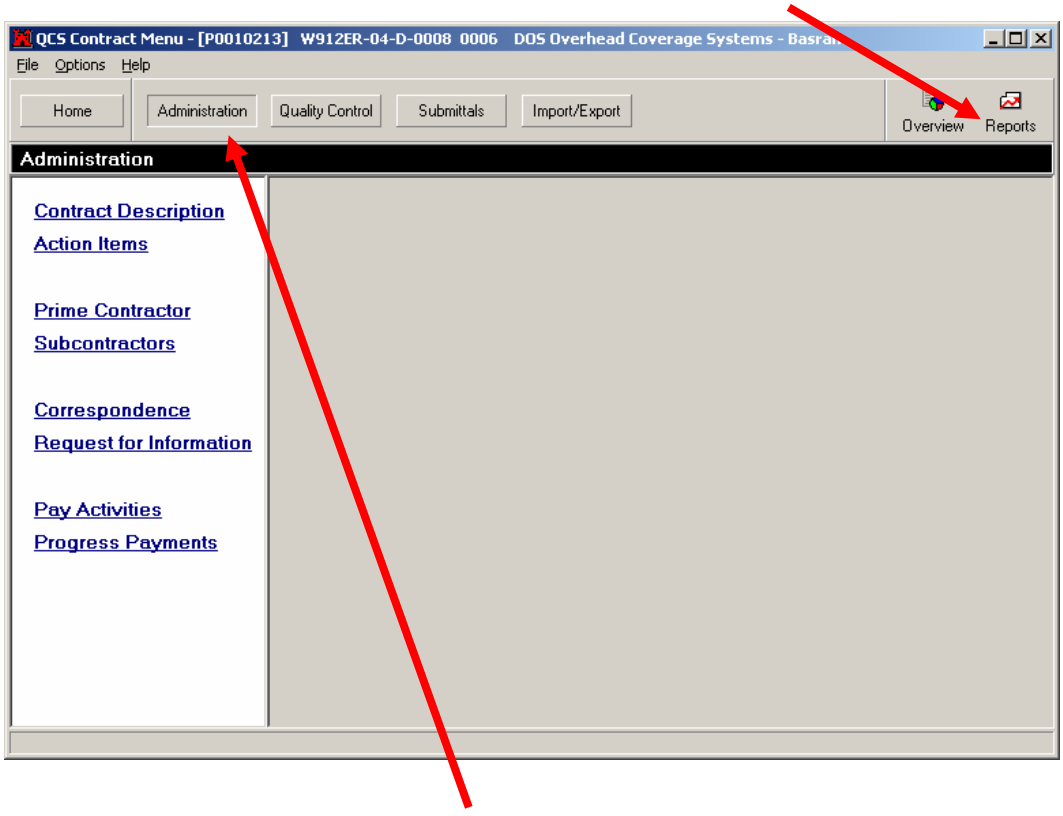


Main (Opening) QCS Screen

NOTE: When you are finished working in the QCS program, you may exit the program by using the **File/Exit** option or pushing the "**X**" in the upper right hand side of each screen. In any case, you will observe a confirmation request that asks if you REALLY want to exit the program and if you desire to backup your QCS Database. Turning off your computer without exiting properly can damage your files.

Contract Menu – Administration Screen

The QCS Contract Menu consists of four primary areas: **Administration, Quality Control**, **Submittals**, and **Import / Export.** All QCS reports may be accessed from this (or any other) screen by clicking on the **Reports** button, located at the upper right side of the screen.

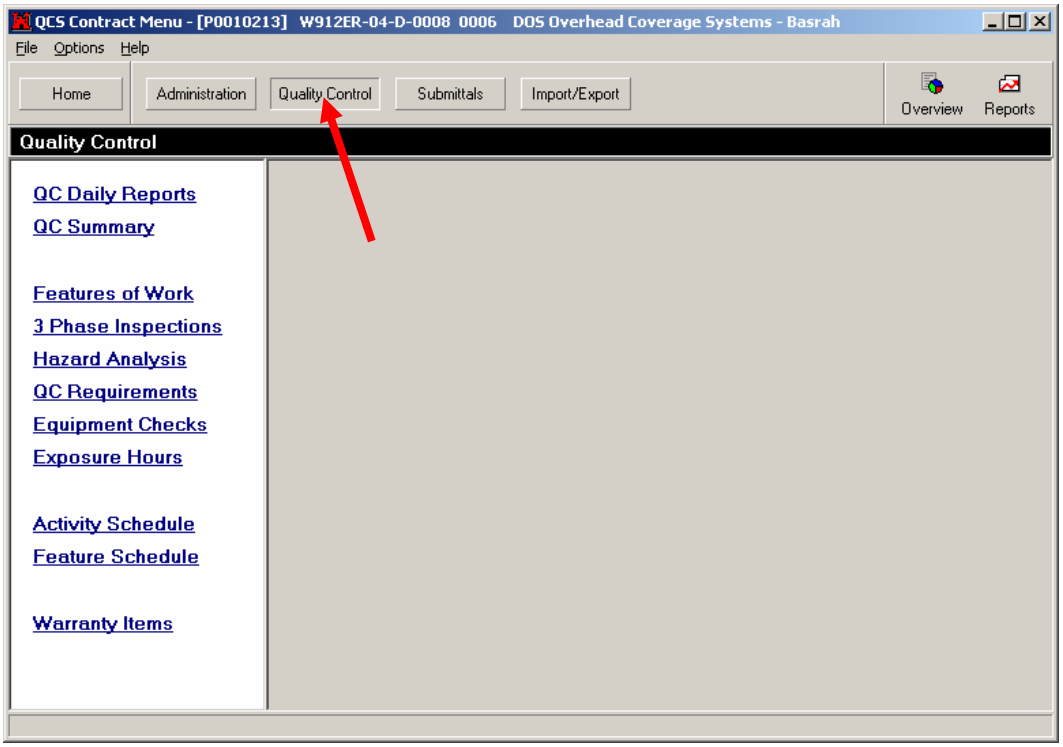


This initial screen defaults to the **Administration** screen and reflects various items that may be viewed, edited or entered, as may be necessary. This screen and the one found under **Quality Control** will be where most work is accomplished. Each selection will be discussed in detail.

Contract Menu – Quality Control Screen

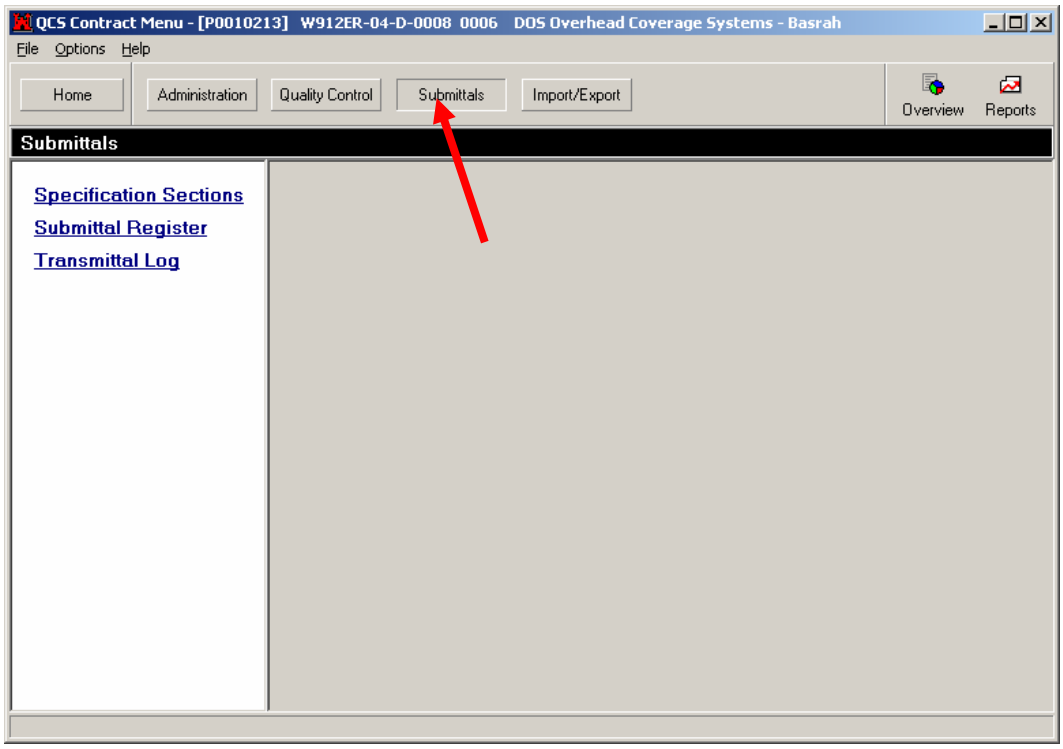
The **Quality Control** selection presents the area for entering the Daily Quality Control Report (QCR). All reports may also be viewed from this screen by choosing the **QC Summary** selection.

Planning for **Features of Work**, **QC Requirements**, and so forth, are also accomplished from this screen selection.



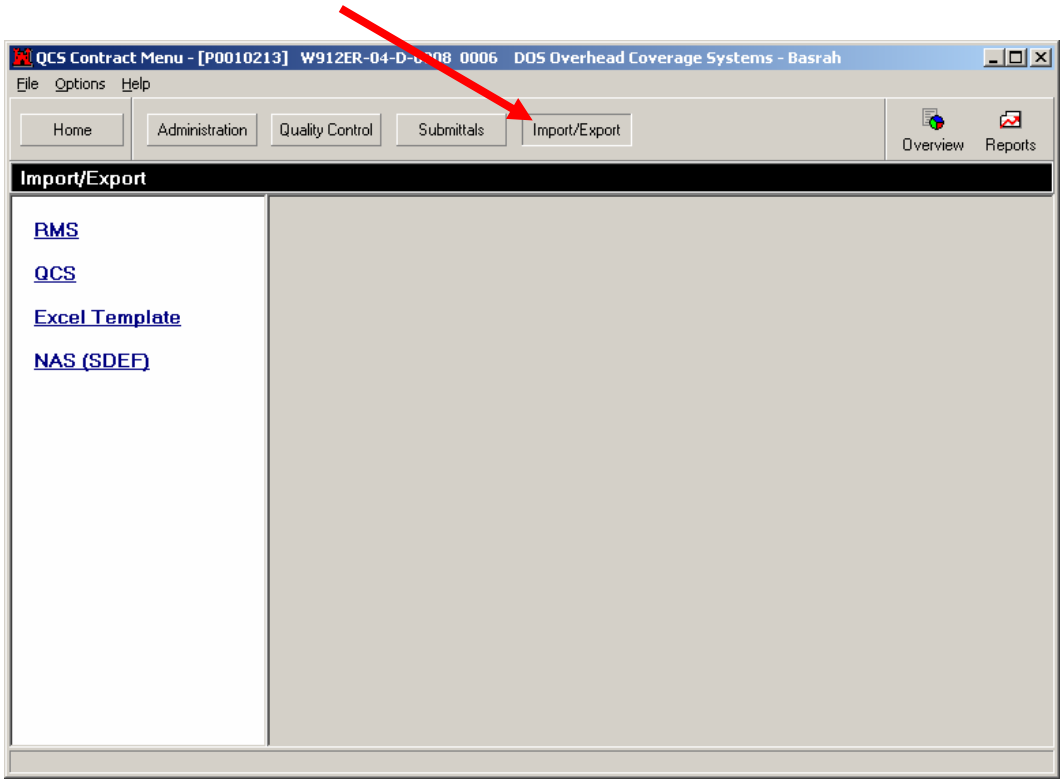
Contract Menu – Submittals Screen

The **Submittals** selection presents the area for entering the Specifications Sections (using either the MasterFormat 1995 Library or the MasterFormat 2004 Library). The Submittal Register and Transmittal Log is also accessed from this screen.



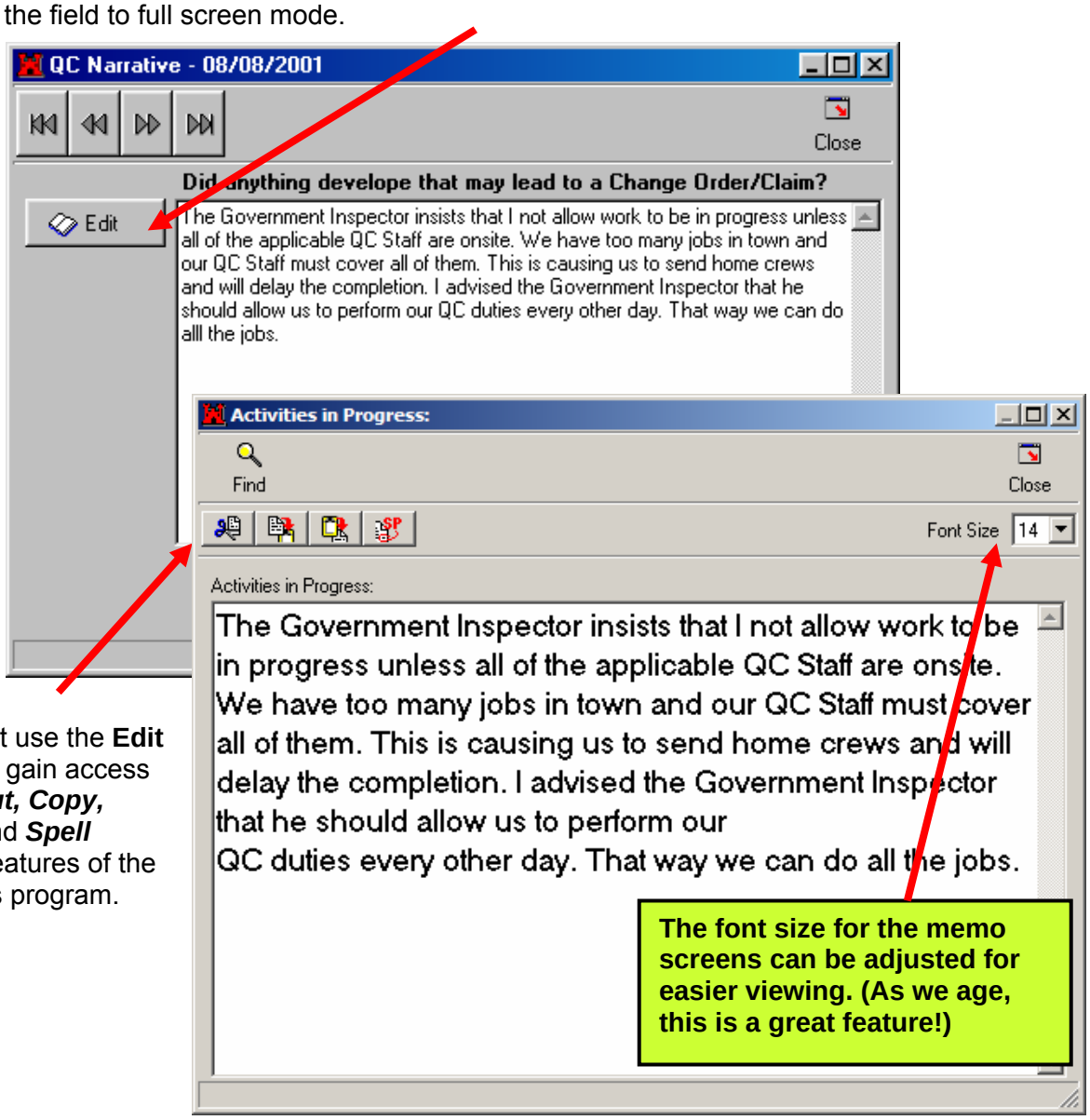
Contract Menu – Import / Export Screen

This is the screen where all exchange of data will take place between the Contractor (QCS Program) and the Government (RMS Program). The Contractor will also use this screen to import / export data from the scheduling system (i.e., Primavera) and an Excel spreadsheet for a submittal register.



Edit (Memo) Fields

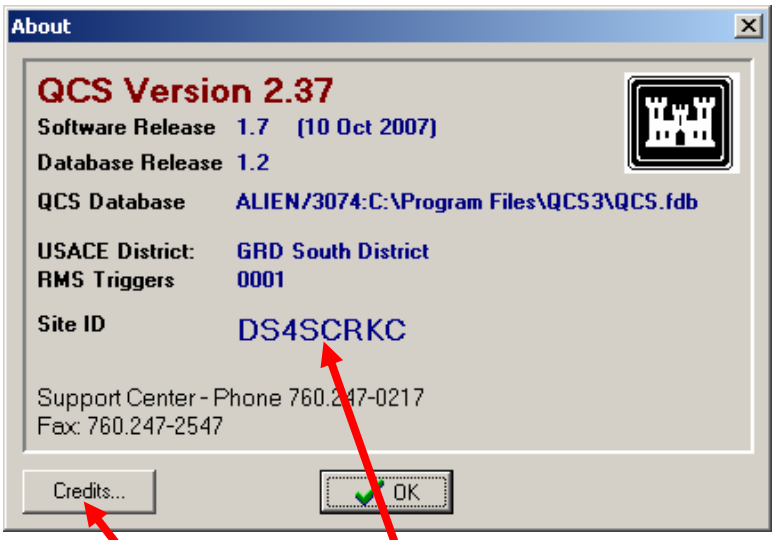
Edit fields allow unlimited input into a Memo field. An **EDIT** button next to the field indicates them. One example is in QC Narratives, in the following screen. You have an unlimited amount of space to enter comments on a variety of QC topics. Only a certain number of lines display on the screen; however, more of the field can be displayed by pushing the **EDIT** button. This switches the field to full screen mode.


QC Narrative - 08/08/2001
Close
Did anything develope that may lead to a Change Order/Claim?
Edit
The Government Inspector insists that I not allow work to be in progress unless all of the applicable QC Staff are onsite. We have too many jobs in town and our QC Staff must cover all of them. This is causing us to send home crews and will delay the completion. I advised the Government Inspector that he should allow us to perform our QC duties every other day. That way we can do alll the jobs.
Activities in Progress:
Find
Close
Font Size 14
Activities in Progress:
The Government Inspector insists that I not allow work to be in progress unless all of the applicable QC Staff are onsite. We have too many jobs in town and our QC Staff must cover all of them. This is causing us to send home crews and will delay the completion. I advised the Government Inspector that he should allow us to perform our QC duties every other day. That way we can do all the jobs.
The font size for the memo screens can be adjusted for easier viewing. (As we age, this is a great feature!)

You must use the **Edit** button to gain access to the ***Cut, Copy, Paste*** and ***Spell Check*** features of the Windows program.

Help / About Screen

The Help/About Screen can be used to verify the version of your database and software, and shows where your database is located. This information will be needed if you run into technical difficulties and require assistance from the RMS Center.



The "Credits…" button identifies that QCS uses certain proprietary Software. That way, litigation is whole lot less likely.

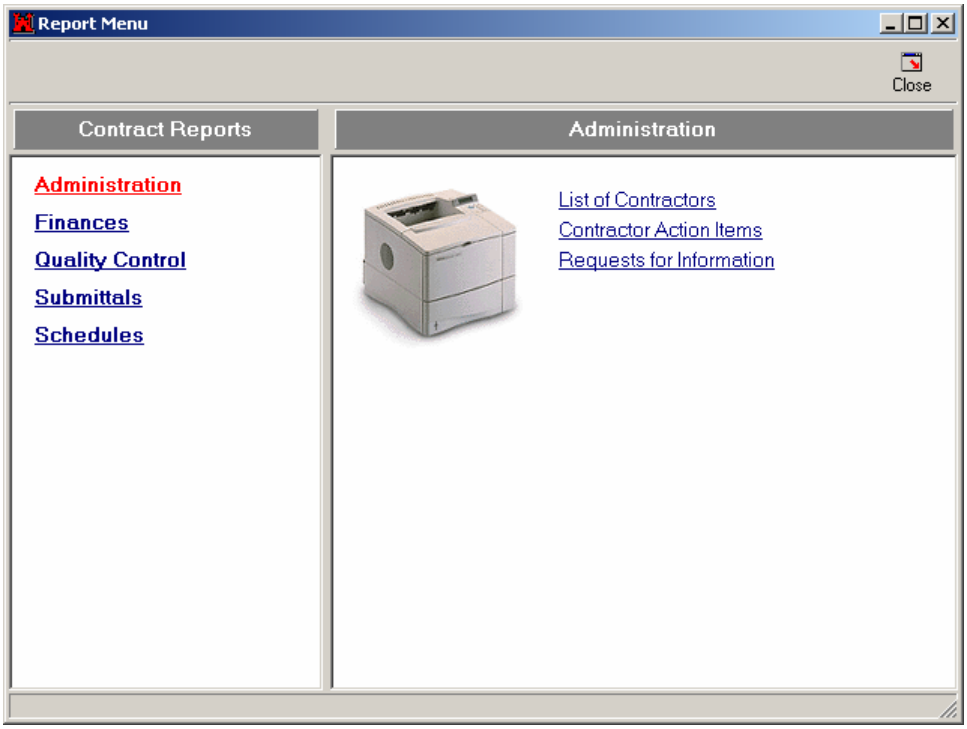
The "Site ID" is necessary to setup remote QCS sites and to exchange contract information with the Government RMS program.

The Reports Option

The **Reports** option can be accessed from any menu or submenu and from most input screens. It has a menu structure similar to the main menu. You can request multiple copies of any report sent to the printer. You can export reports to a PDF File, an MS Word document (OBJECT,) or in HTML format.

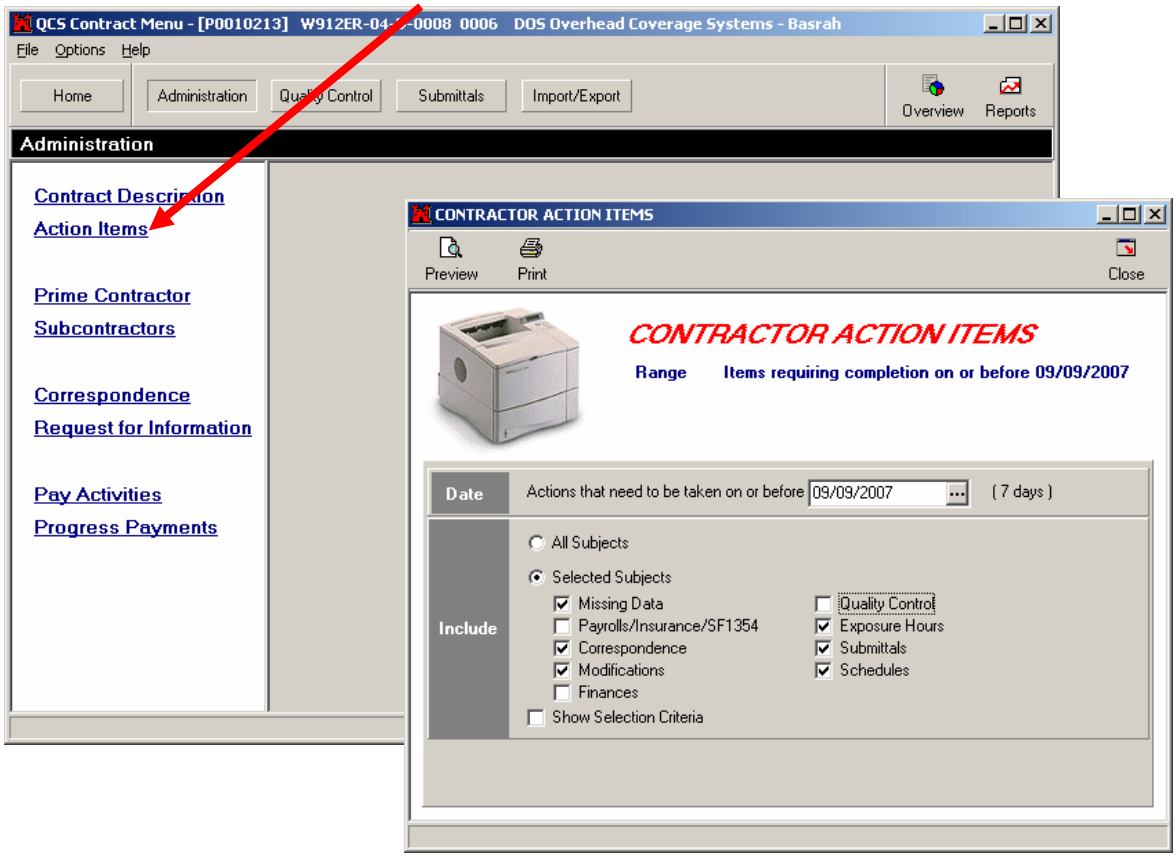
From any menu, press the **Reports** button and you are shown the report topics available. We will discuss the individual reports at the appropriate time.

You will often have the ability to choose various sorts and ranges for the reports, while others, such as the report entitled **List of Contractors**, will immediately print to screen to allow preview.



Action Item Report

It is highly recommended that the Contractor look at the **Action Items** report prior to any exchange of data with the Government -- especially prior to making a pay request. This report will let you know what needs attention. If you are requesting payment for some activity that shows up on the **Action Items** report, don't flip-out when the Government reduces the amount for that item to $0.00 – they are only supposed to pay for work activities that have been completed, and that do not have outstanding issues with them.



Contractor Action Items – Page 1 (of 4)

US Army Corps of Engineers

CONTRACTOR ACTION ITEMS

13 Oct 2007

DOS Overhead Coverage Systems - Basrah
W912ER-04-D-0008 0006

Prime Contractor Missing Critical Data

Enter missing data in "Prime Contractor"

Prime Contractor Missing Data	Status
The following Prime Contractor fields need to be entered: DUNS, POC Fax	Missing Data

Subcontractors Missing Critical Data

Enter missing data in "Subcontractors"

Responsibility Code	Contractor Name	Trade	POC Name	Amount Subcontracted	Status
AHK	Al Hamra Kuwait, WLL	Sub-Contractor	Tony Jeha		Missing Data
BUT					Missing Data
MEP					Missing Data
OWN					Missing Data
SIS	Sabre International	Sub-Contractor	Thomas McDonald		Missing Data
TT					Missing Data
UTIL					Missing Data

Daily QC Reports not Completed

Enter Daily QC Report and mark completed "Daily QC Reports"

QC Reports not completed for the following dates	Status
06/13/2007, 06/18/2007, 08/25/2007, 08/28/2007, 08/29/2007, 08/30/2007, 09/01/2007, 09/03/2007, 09/04/2007, 09/06/2007, 09/07/2007, 09/08/2007, 09/09/2007, 09/10/2007, 09/11/2007, 09/12/2007, 09/13/2007, 09/15/2007, 09/16/2007, 09/18/2007, 09/19/2007	Not Completed

QC Requirements Missing Critical Data

Enter missing data in "QC Requirements"

QC Requirement No.	QC Requirement Description	Section	To be performed by	Activity No.	Location	Status
CT-00001						Missing Data

Activities Scheduled to be Started in Next 1 Days

Enter date activity started in "Activities Started/Finished"

Activity No.	Activity Description	Contractor	Scheduled Start	Days Late	Status
SC022100	CLIN 0002 Facility Substantial	OWN	08/30/2007	44 days	Not Started
SC049500	Preparatory Inspection - Barri	PRIM	08/30/2007	44 days	Not Started
SC049510	Preparatory Inspection - Utili	PRIM	08/30/2007	44 days	Not Started
SC049520	Preparatory Inspection - Equip	PRIM	08/30/2007	44 days	Not Started
SC049530	Preparatory Inspection - Excav	PRIM	08/30/2007	44 days	Not Started
SC049540	Preparatory Inspection - Concr	PRIM	08/31/2007	43 days	Not Started
SC049550	Preparatory Inspections - Stee	PRIM	08/30/2007	44 days	Not Started
SC049560	Preparatory Inspection - Metal	PRIM	08/30/2007	44 days	Not Started
SC049565	Preparatory Inspection - Sandw	PRIM	08/30/2007	44 days	Not Started
SC049570	Initial Inspection - Barriers	PRIM	08/30/2007	44 days	Not Started
SC049580	Initial Inspection - Utilities	PRIM	08/30/2007	44 days	Not Started
SC049590	Initial Inspection - Equipment	PRIM	08/30/2007	44 days	Not Started
SC049600	Initial Inspection - Excavatio	PRIM	08/31/2007	43 days	Not Started
SC049610	Initial Inspections - Concrete	PRIM	09/01/2007	42 days	Not Started
SC049620	Initial Inspection - Steel	PRIM	08/31/2007	43 days	Not Started
SC049630	Initial Inspection - Metal Dec	PRIM	08/31/2007	43 days	Not Started
SC049640	Initial Inspection - Sandwich	PRIM	08/31/2007	43 days	Not Started
SC262110	Move Barriers to Final Positio	PRIM	08/30/2007	44 days	Not Started
SC262150	USACE Final Inspection - 26	OWN	09/06/2007	37 days	Not Started
SC262160	CLIN 0026 Facility Constructio	OWN	09/07/2007	36 days	Not Started
SC262170	CLIN 0026 DD Form 1354 Signed	OWN	09/07/2007	36 days	Not Started

Items requiring completion on or before 10/14/2007 (1 days)

Hardware/Software Requirements

Hardware

- IBM-compatible PC with 500 MHz Pentium or higher processor
- 128+ MB RAM for workstation / 256+ MB RAM for server.
- 1 GB hard drive disk space for sole use by the QCS system.
- SVGA or higher resolution monitor (1024x768, 256 colors).
- Mouse or other pointing device.
- Windows compatible printer. (Laser printer must have 4 MB+ of RAM).
- Connection to the Internet, minimum 56k BPS.

Software

- MS Windows 2000, XP, or Vista.
- Word Processing software compatible with MS Word 97 or newer.
- Latest version of: Netscape Navigator, Microsoft Internet Explorer, or other browser that supports HTML 4.0 or higher.
- Electronic mail (E-mail) MAPI compatible.
- Virus protection software that is regularly upgraded with all issued manufacturer's updates.

Installing the QCS Program

The **QCSSetup<version>.exe** is the program that you will begin the installation with. Launch the program through your Windows Explorer, the **Run** command, or however you are used to doing that sort of thing. This is a self-extracting file and will create the necessary files and folders and complete the installation and set up your program. The window will close automatically when the extraction process is completed.

The program should install itself, asking only minimal questions. The program will tailor the installation to suit the computer it is being installed on. That is, the program will install a “new” program if one has not already been installed; it will install an “update” if the program is already installed on the computer and will determine each client or server requirement and automatically install/update what is required. Each screen and instruction is shown on the following pages.

Choices for Installing QCS

The program gives you three basic options to install and use QCS.

Single Stand-Alone System

Install a single stand-alone system (Client-Server on one machine). This machine will provide total control of QCS, including data entry and exchange of data with the Government. This could be the Home Office, Jobsite Trailer, and so forth. The installed program would have a unique Site ID and Title.

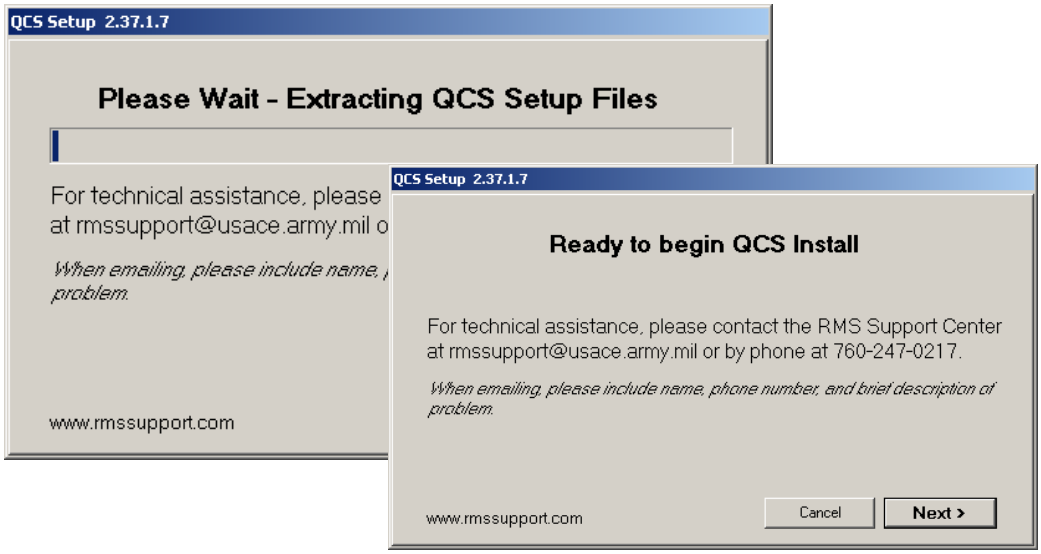
Multiple Stand-Alone Systems

Install multiple stand-alone systems (Client-Server on multiple machines). This will allow multiple locations to manage different parts of the QCS program. The Master QCS Site will delegate responsibility of various modules to different remote QCS sites. This could include the Home Office, Jobsite Trailer, Submittal Review Office, Payroll office, etc. Each office would have their own unique Site ID and Title and be able to exchange data electronically with the Government and the Master QCS Site. These remote sites must export the contract file from the Master QCS Site in order to register their Site ID and Title and be delegated any of the QCS Module responsibilities.

Installed on a Wide-Area-Network

Install QCS on a Wide-Area-Network (WAN) (Server and Clients connected together on a single network). These machines would all work on the same database and all machines would have the same Site ID and Title. This set up could involve the Home Office Network, with several machines connected to it from within the Home Office and could also include WAN connectivity to remote sites (VPN, etc.), depending on the capabilities of your IT setup.

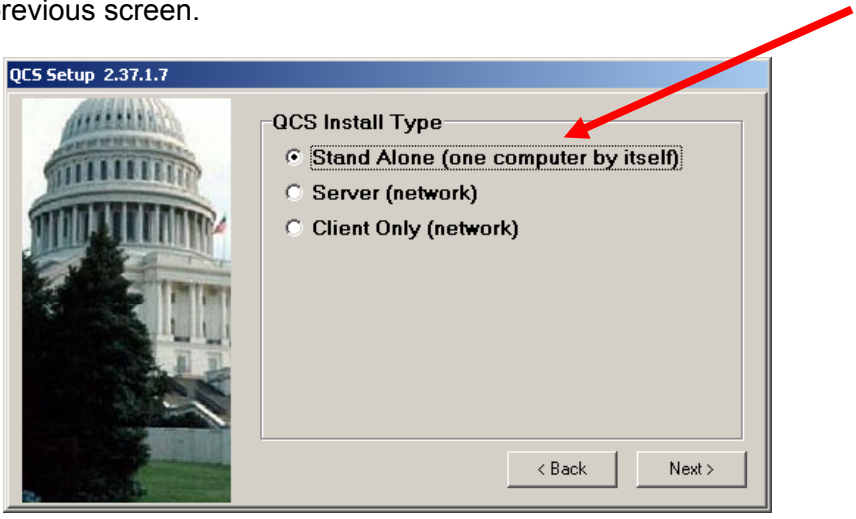
First screen after launching QCSSETUP


QCS Setup 2.37.1.7
Please Wait - Extracting QCS Setup Files
For technical assistance, please
at rmssupport@usace.army.mil o
When emailing, please include name,
problem.
www.rmssupport.com
QCS Setup 2.37.1.7
Ready to begin QCS Install
For technical assistance, please contact the RMS Support Center
at rmssupport@usace.army.mil or by phone at 760-247-0217.
When emailing, please include name, phone number, and brief description of
problem.
www.rmssupport.com
Cancel
Next >

You are ready to begin installing the QCS program.

If you are installing an update, or reinstalling the program, QCS will detect it and install components as needed.

If you are on a *NETWORK*, you will most likely be setting up the program to be used by multiple users, at various workstations. In that case, you would typically install the QCS "Client" on each computer workstation and the QCS "Database" on a server. In this example, we will install the program on a "stand-alone" machine. This requires both the **CLIENT** and the **SERVER** to be installed. You can see this next screen by clicking on **Force Different Install Type** on the previous screen.



If you are installing the QCS as a "stand-alone" system (not on a network, but on a single computer station) you must select "Stand Alone (one computer by itself)" to install both the QCS program and the database (Firebird©) on that computer.

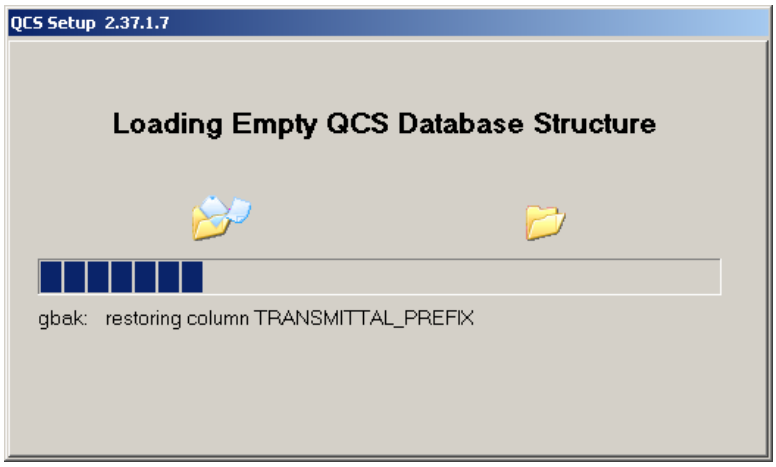
If you are on a *NETWORK*, you will most likely be setting up the program to be used by multiple users, at various locations. In that case, you would typically install the QCS "Client" on each computer workstation and the QCS "Database" on a server. In this example, we will install the

program on a “stand-alone” machine. This requires both the CLIENT and the SERVER to be installed.

This will install the entire program, client and server on the single, stand-alone, machine.

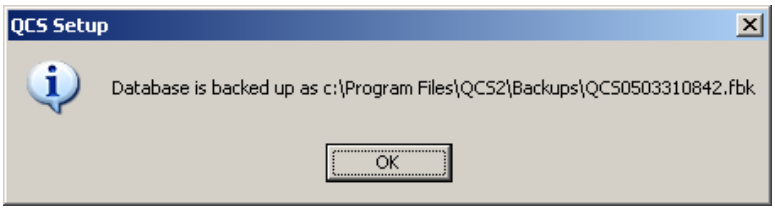
Accept the default path for the installation and push the **Next** button to complete the setup. (This is where you can change the default path when installing multiple QCS programs when working with more than one Corps of Engineer Districts, as is done in the screen above – QCS5.)

An empty database will be installed when you first set up QCS. You will need to import a contract from RMS to complete the database configuration.



If you already have it installed, the program will backup the QCS Database in the unlikely event your system crashes and you need to reinstall it later.

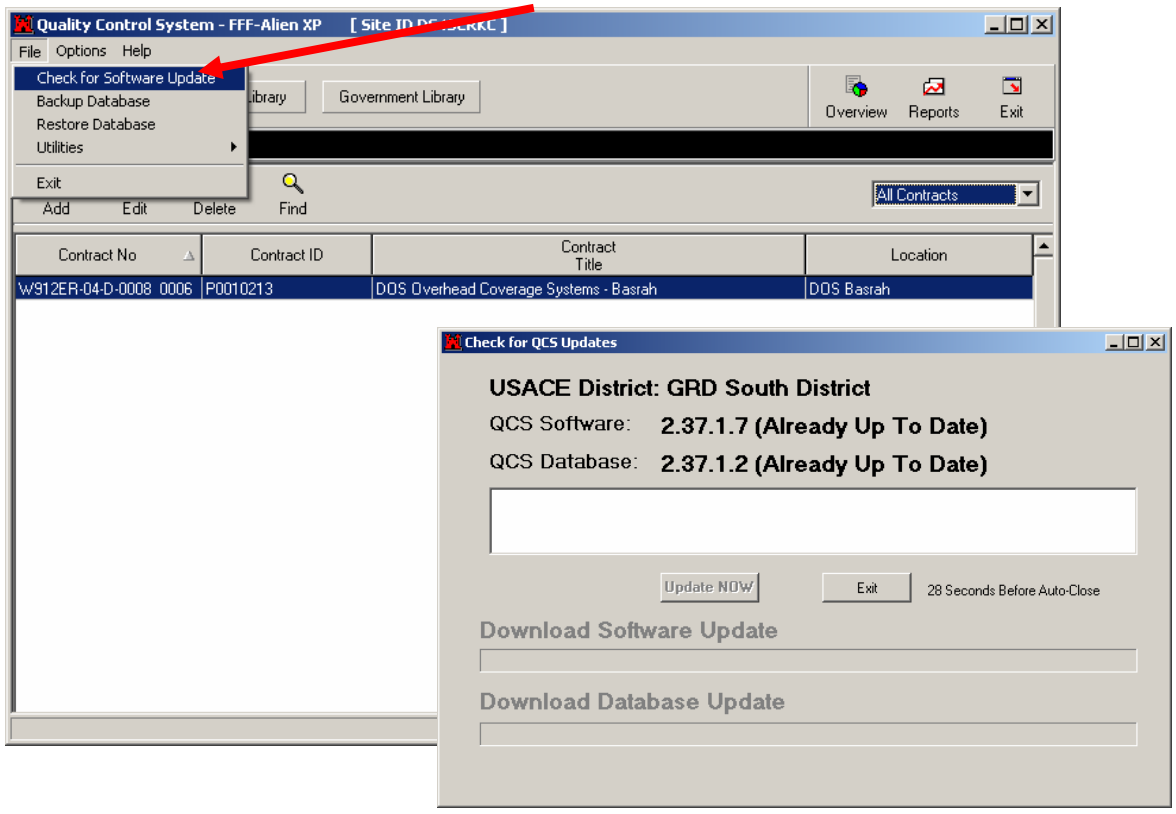
It will also indicate where the file has been backed up and stored.



The installation is complete and you are ready to use the QCS program.

Updating the QCS Program Software

Periodically you may want to go to **File/Check for Software Update** and download any available QCS updates. The selection will evaluate whether or not you need an update. Each time you launch the program (if connected to the Internet) the program will automatically install the update for you. Otherwise, it will tell you that the installed Software and Database is already up to date. When you first launch QCS (each day) the program will check to see if you have the latest updates automatically and advise you accordingly. The update windows will time out in just a few seconds.

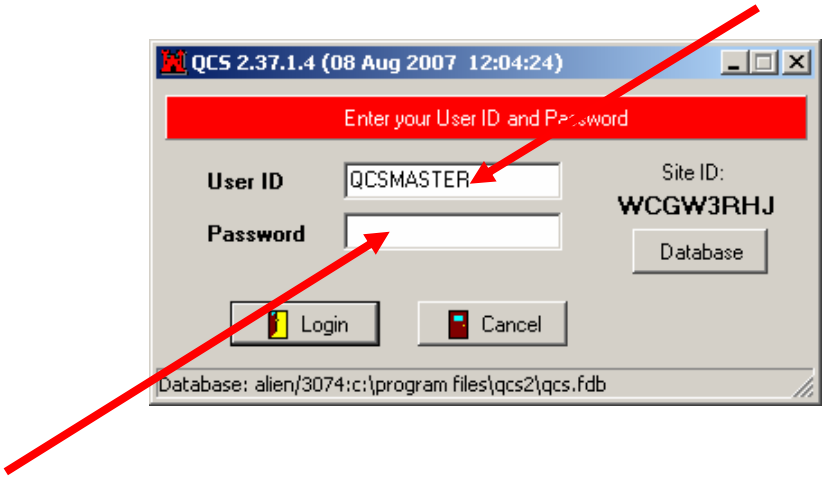


Running the QCS Program

Go to **Start / All Programs / QCS** / and select the **QCS** red-castle icon to start using QCS. Or, double mouse-click on the Icon that was installed on your windows desktop.

The first time you login, you MUST sign in as **QCSMASTER** and use the password "***masterkey***". If you have installed multiple QCS databases the password may not be "**masterkey**", it will be what ever you have changed the other QCS password too, as the Firebird database is running all of your QCS programs.

After the initial sign-in process you will see this screen with the last person's User ID that used the program.



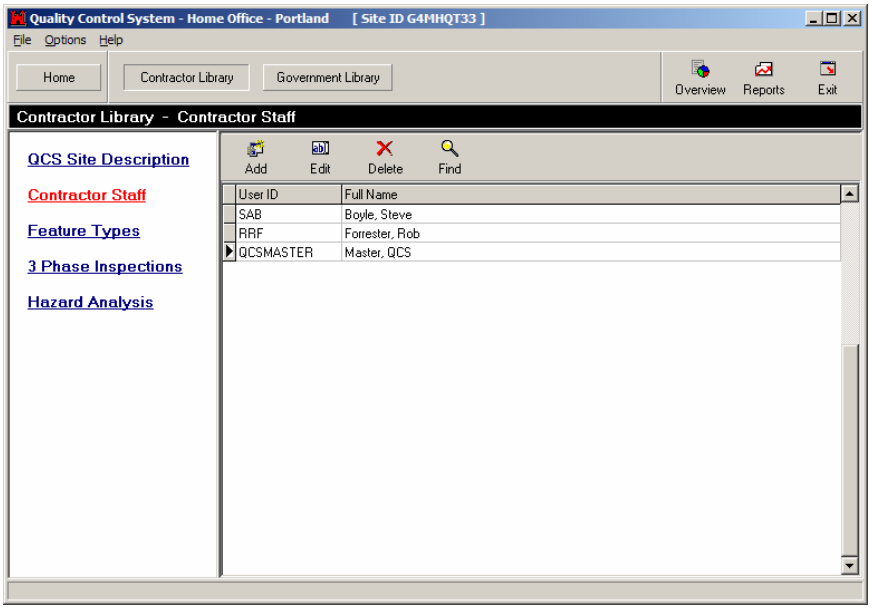
Depending on if you are installing a totally new Firebird Database you may see the word "SYSDBA" instead of "QCSMASTER" in this position. The procedures otherwise remain the same. You may change your password anytime and as often as you wish.

Next, you **SHOULD** add one or more STAFF members to the program.
Push the **Contractor Library** button on the top of the opening menu bar, and select ***Contractor Staff.***

Contractor Library – Contractor Staff Screen

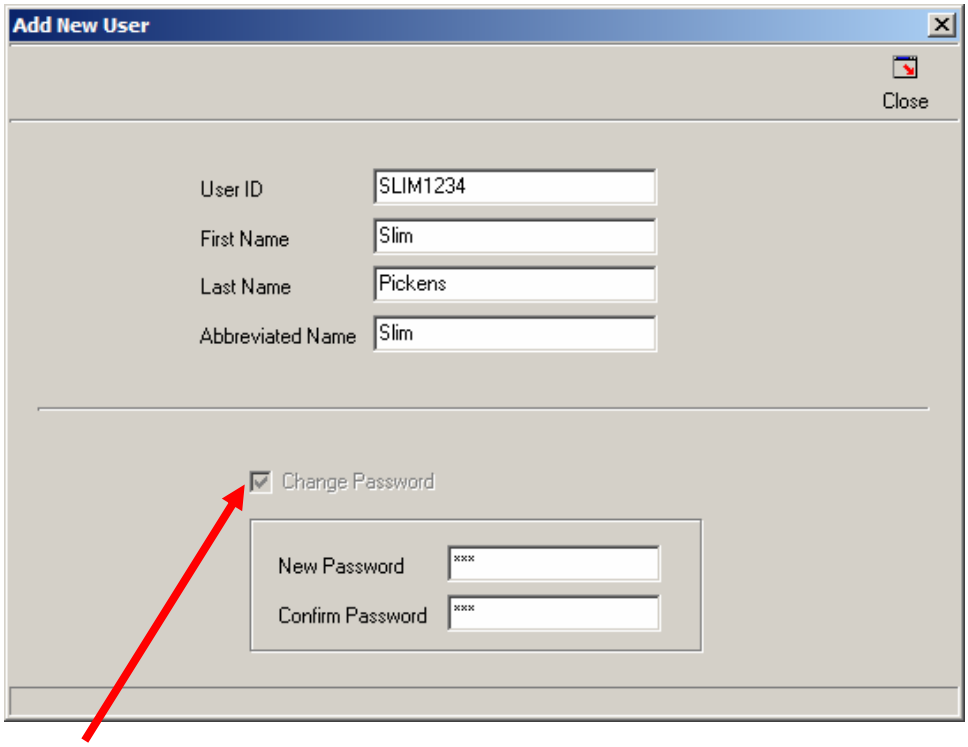
The User ID is automatically listed as **SYSDBA** or **QCSMASTER**. You need to change the password and add other users that will use the program.

Push the **Edit** button to change the password. You must first use "***masterkey***" as the default password.



Add additional users to the system, by pushing the **Add** button. **Close** the screen when complete with entries.

Add New User Screen



You can check the **Change Password** box anytime to change your password to something you will remember. It is also used when another Staff member forgets their password.

You must then login to the QCS program using your "*User ID*" and "*Password*".

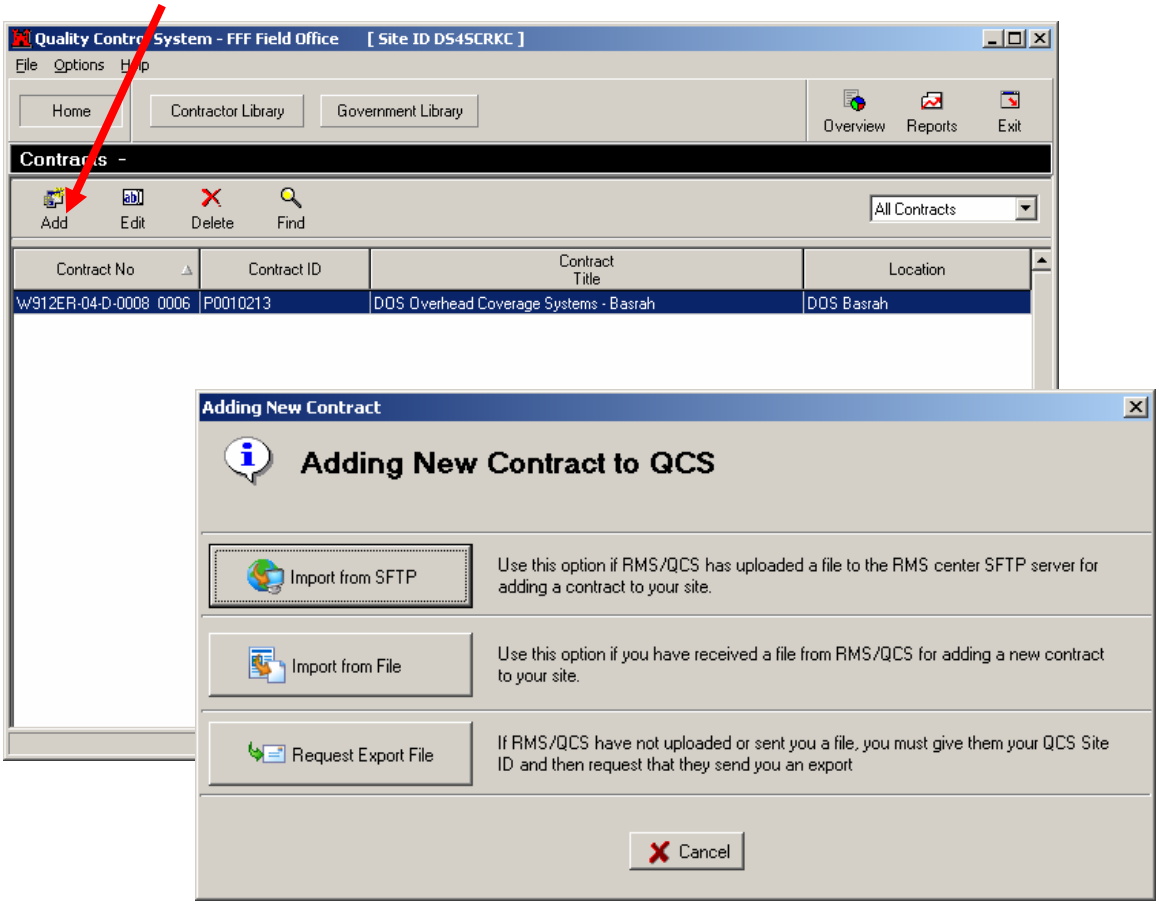
You are now ready to add a contract to the QCS program.

Adding a Contract to the QCS Program

The contract must be exported from the Governments RMS program prior to importing to the QCS program. You cannot use the QCS program independent of the Government's RMS program. The Government's RMS program must be setup to indicate that the "*Contractor will use the QCS program*." There are three options you have to add a contract to your QCS database:

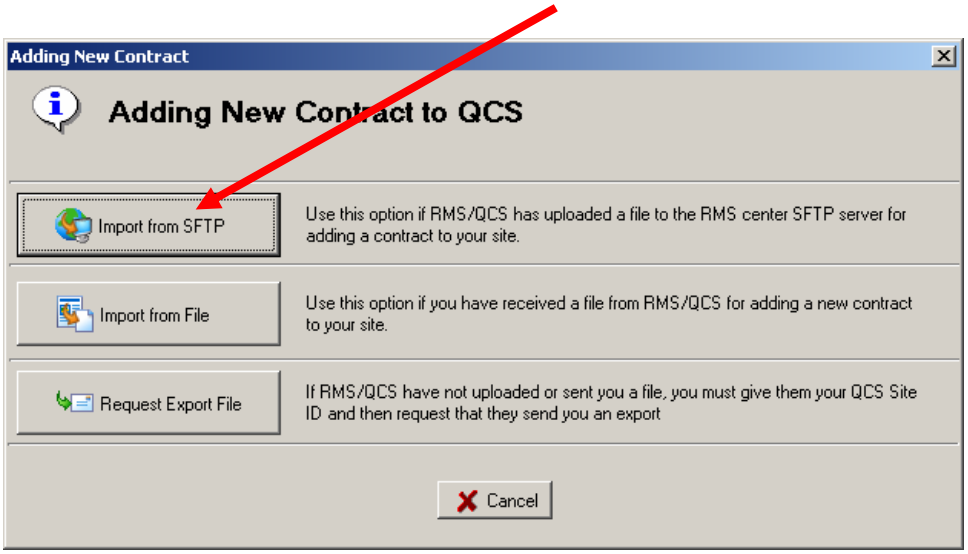
1. Import from the RMS Center SFTP Server
2. Import a File provided from RMS/QCS
3. Request an Export file if you have not yet received one

Push the **Add** button to start the process of adding a contract.

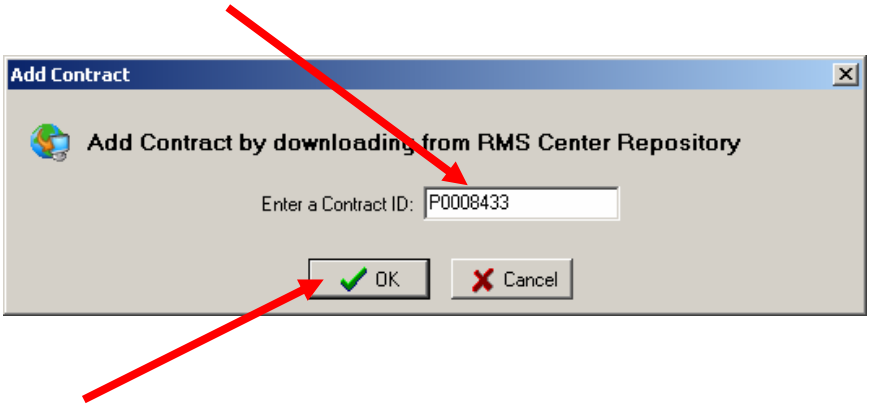

Quality Control System - FFF Field Office [Site ID DS4SCRKC]
File Options Help
Home
Contractor Library
Government Library
Overview
Reports
Exit
Contracts -
Add
Edit
Delete
Find
All Contracts
Contract No
Contract ID
Contract Title
Location
W912ER-04-D-0008 0006
P0010213
DOS Overhead Coverage Systems - Basrah
DOS Basrah
Adding New Contract
Adding New Contract to QCS
Import from SFTP
Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.
Import from File
Use this option if you have received a file from RMS/QCS for adding a new contract to your site.
Request Export File
If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export
Cancel

Import from RMS to QCS Using SFTP Server

When the Contractor is ready to import the project into his QCS program, he must first be advised by the Government of the **Contract ID** number (i.e., **P0008433**). The Contractor will then import from the SFTP site, as follows.


Adding New Contract
Adding New Contract to QCS
Import from SFTP
Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.
Import from File
Use this option if you have received a file from RMS/QCS for adding a new contract to your site.
Request Export File
If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export
Cancel

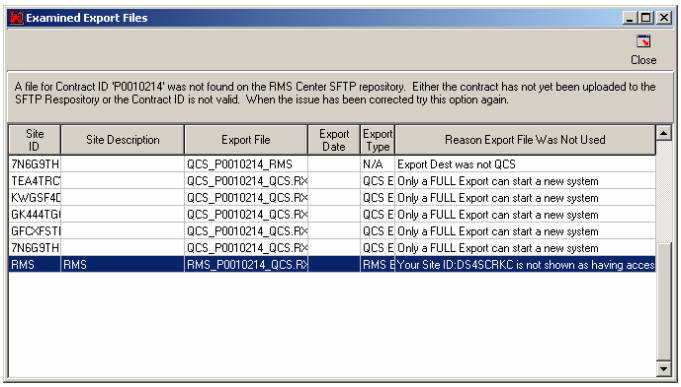
Enter the **Contract ID** here (The Government must provide this number for you):



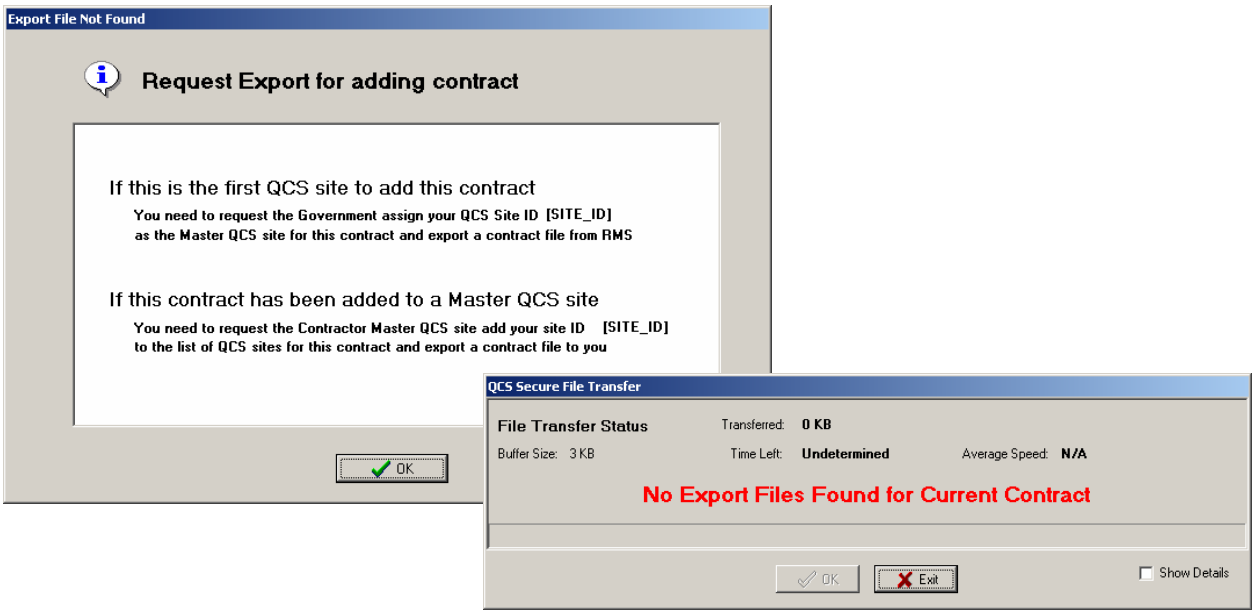
Push **OK**.

QCS will complete the import and it will then appear on the **Home** Menu of the program (opening screen).

If you do not use, or enter an incorrect **Contract ID** number, the following message may appear:

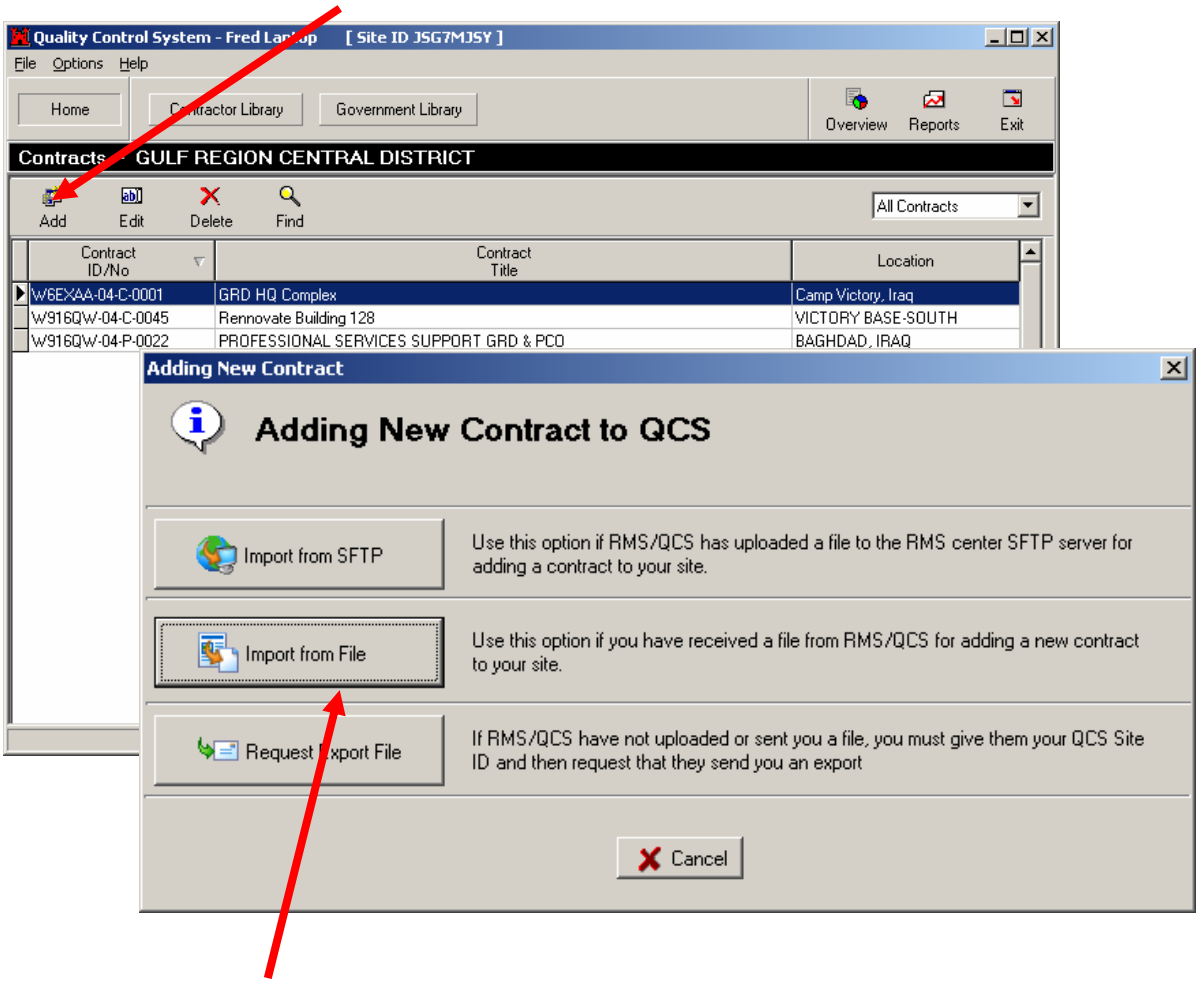

Examined Export Files
Close
A file for Contract ID 'P0010214' was not found on the RMS Center SFTP repository. Either the contract has not yet been uploaded to the SFTP Respository or the Contract ID is not valid. When the issue has been corrected try this option again.
Site ID
Site Description
Export File
Export Date
Export Type
Reason Export File Was Not Used
7N6G9TH QCS_P0010214_RMS N/A Export Dest was not QCS
TEA4TRC QCS_P0010214_QCS.RX QCS E Only a FULL Export can start a new system
KWGSF4D QCS_P0010214_QCS.RX QCS E Only a FULL Export can start a new system
GK444TGI QCS_P0010214_QCS.RX QCS E Only a FULL Export can start a new system
GFCXFSTI QCS_P0010214_QCS.RX QCS E Only a FULL Export can start a new system
7N6G9TH QCS_P0010214_QCS.RX QCS E Only a FULL Export can start a new system
RMS RMS RMS_P0010214_QCS.RX RMS E Your Site ID:DS4SCRKC is not shown as having acces

Or, you may see one of these messages:

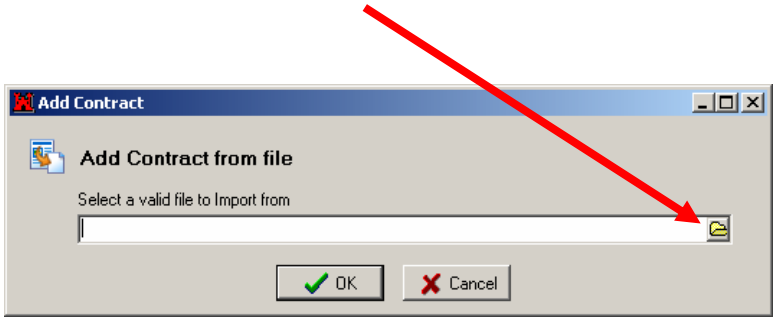

Export File Not Found
Request Export for adding contract
If this is the first QCS site to add this contract
You need to request the Government assign your QCS Site ID [SITE_ID]
as the Master QCS site for this contract and export a contract file from RMS
If this contract has been added to a Master QCS site
You need to request the Contractor Master QCS site add your site ID [SITE_ID]
to the list of QCS sites for this contract and export a contract file to you
OK
QCS Secure File Transfer
File Transfer Status
Transferred: 0 KB
Buffer Size: 3 KB
Time Left: Undetermined
Average Speed: N/A
No Export Files Found for Current Contract
OK
Exit
Show Details

Import from RMS into QCS by Exported File

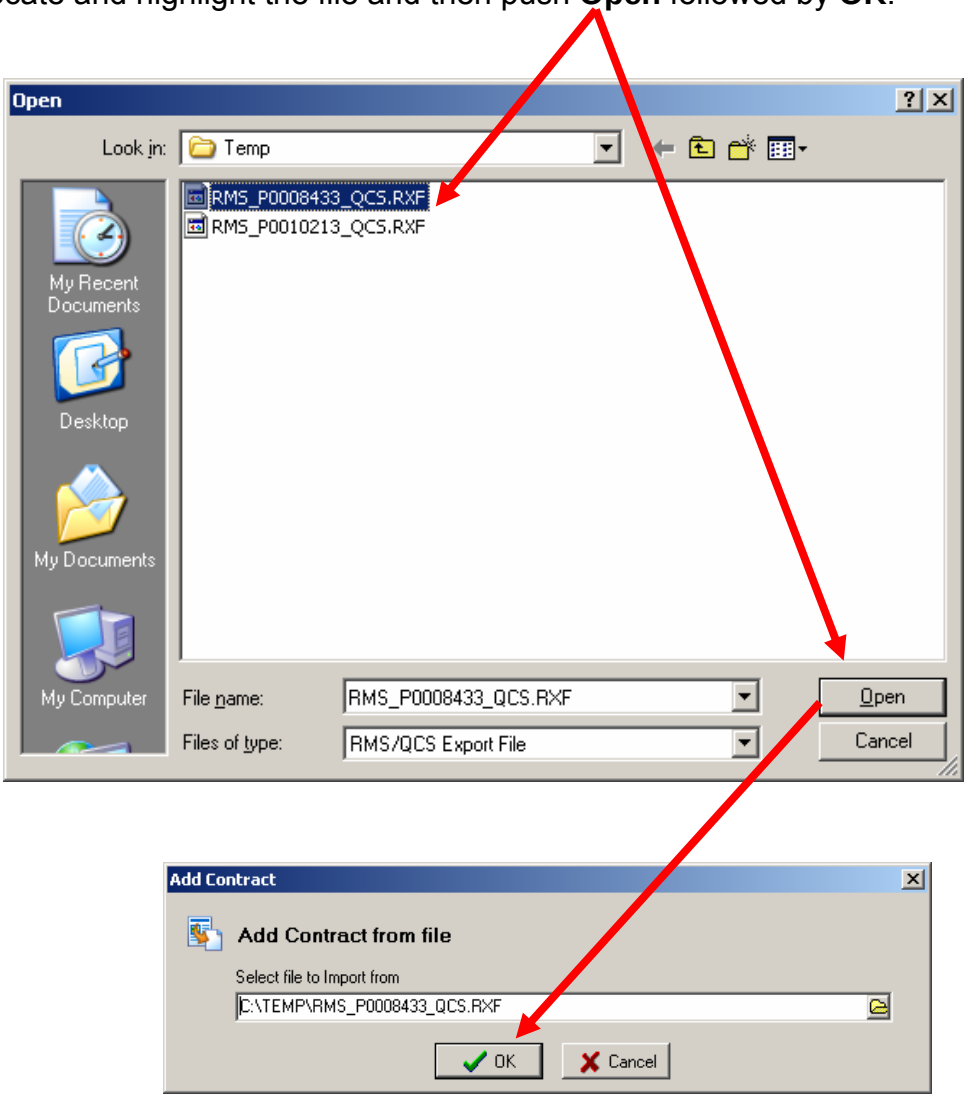
The procedure for adding a contract via an Import file is very similar to using the SFTP server. The first step is to push the **Add** button on the **Home** menu.


Quality Control System - Fred Laptop [Site ID JSG7MJSY]
File Options Help
Home
Contractor Library
Government Library
Overview
Reports
Exit
Contracts - GULF REGION CENTRAL DISTRICT
Add
Edit
Delete
Find
All Contracts
Contract ID/No
Contract Title
Location
W6EXAA-04-C-0001
GRD HQ Complex
Camp Victory, Iraq
W916QW-04-C-0045
Rennovate Building 128
VICTORY BASE-SOUTH
W916QW-04-P-0022
PROFESSIONAL SERVICES SUPPORT GRD & PCO
BAGHDAD, IRAQ
Adding New Contract
Adding New Contract to QCS
Import from SFTP
Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.
Import from File
Use this option if you have received a file from RMS/QCS for adding a new contract to your site.
Request Export File
If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export
Cancel

Select **Import from File**. Use the *Browse* button to locate the desired file.

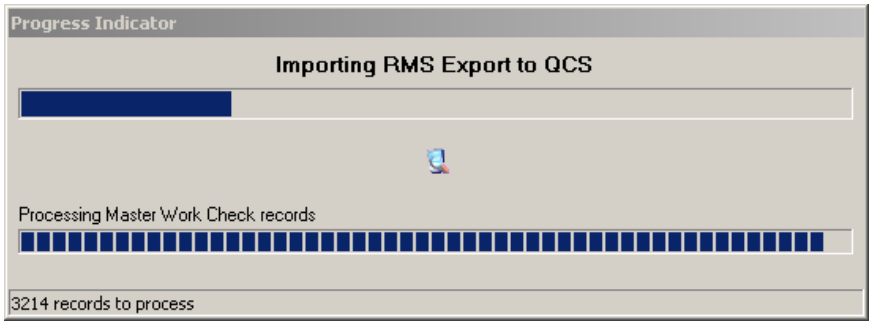


Locate and highlight the file and then push **Open** followed by **OK**.

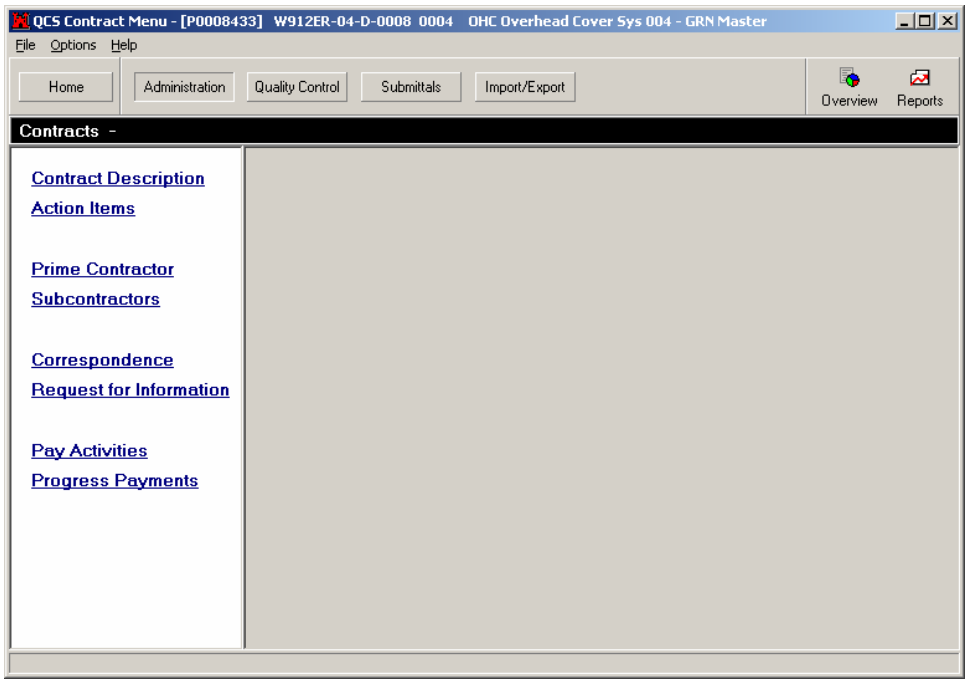


Windows Explorer Window

QCS will then import the file.

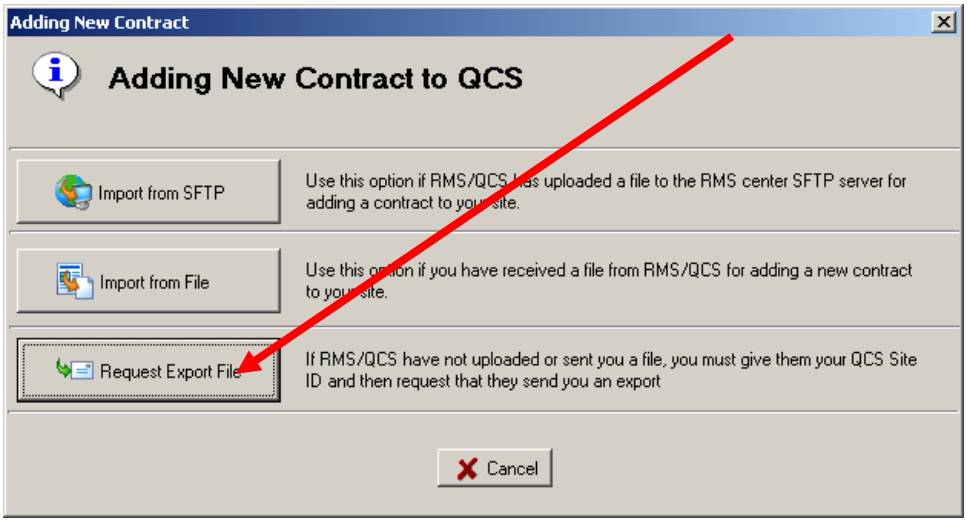


When the import is complete, the program will automatically open the contract to the **QCS Contract Menu/Administration** screen, as shown below. (An exception to this opening screen would be if the Government had already responded to an RFI, and this is the first setup, you will be taken to the **Import/Export** screen to login the RFI's.)



Request Export File for Adding Contract

As above, when you push the **Add** button on the main menu, select **Request Export File** if you have not yet been provided one by the Government or the Master QCS Site. The next screen will provide instructions on getting the export file. In either of the cases, you will need to have your site registered to be able to import (Add) a contract.


Adding New Contract
Adding New Contract to QCS
Import from SFTP
Use this option if RMS/QCS has uploaded a file to the RMS center SFTP server for adding a contract to your site.
Import from File
Use this option if you have received a file from RMS/QCS for adding a new contract to your site.
Request Export File
If RMS/QCS have not uploaded or sent you a file, you must give them your QCS Site ID and then request that they send you an export
Cancel

This message will appear at this point in the process:

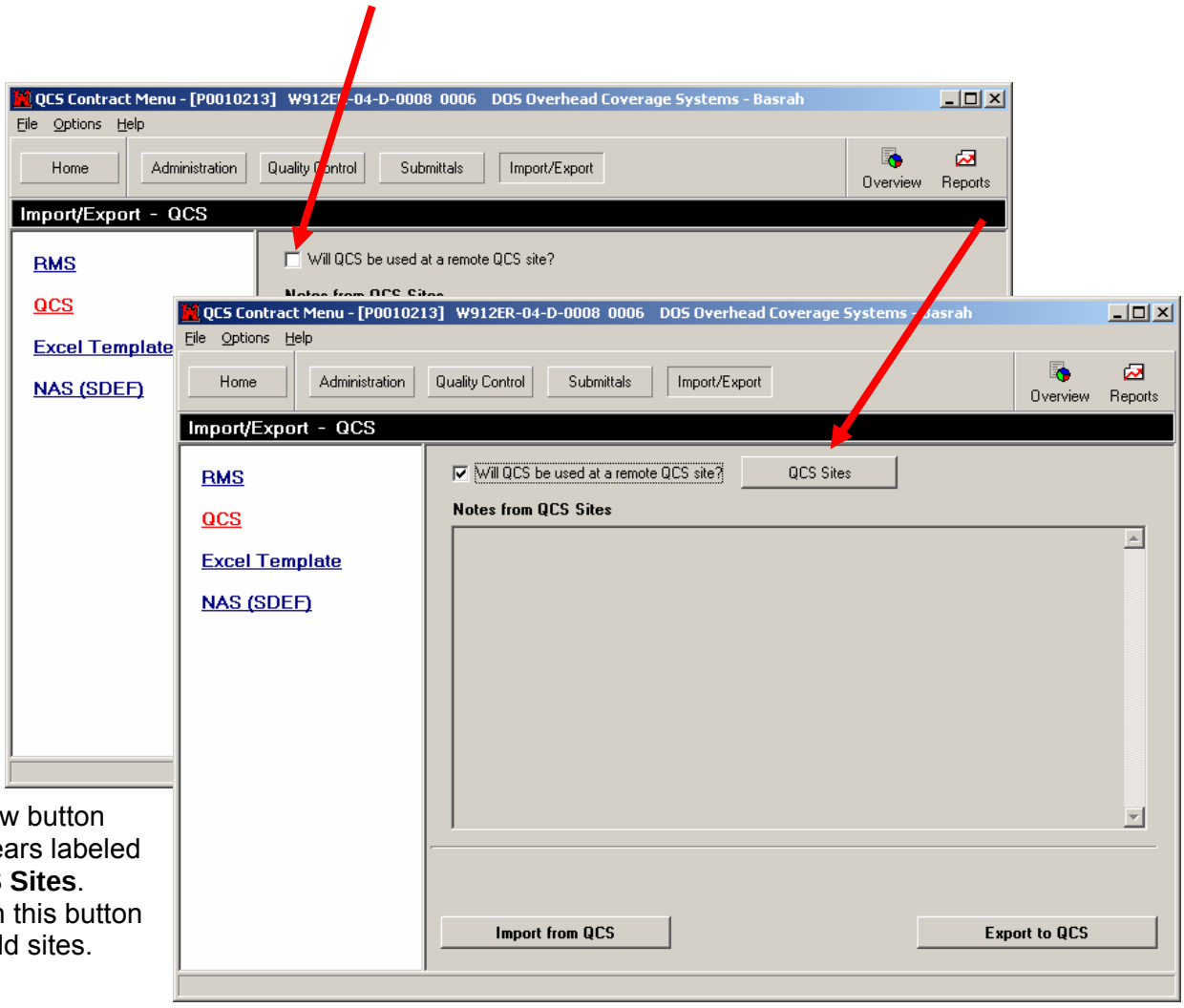
Export Request
Request Export for adding contract
If this is the first QCS site to add this contract
You need to request the Government assign your QCS Site ID [WCGW3RHJ]
as the Master QCS site for this contract and export a contract file from RMS
If this contract has been added to a Master QCS site
You need to request the Contractor Master QCS site add your site ID [WCGW3RHJ]
to the list of QCS sites for this contract and export a contract file to you
OK

You will need to follow the directions on this screen to add the contract to your QCS program.

Adding a Remote QCS Site

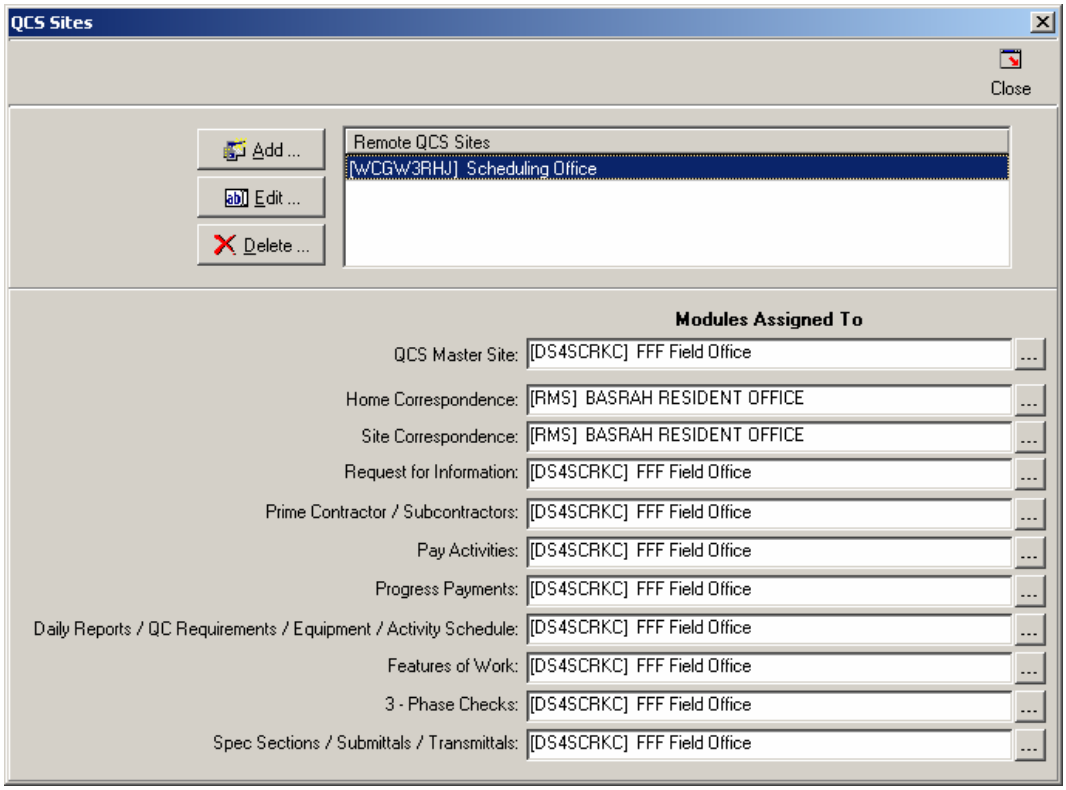
If you will be using remote sites for management of QCS, the remote site must be recognized by the Master QCS site and assignments delegated to each remote site as appropriate. Following the installation of the QCS program, each site receives a unique QCS Site ID. It is this number and title that must be provided to the Master QCS Site.

QCS Sites are entered (added) from the Import/Export screen, as shown below. If QCS will be used at remote sites check the box here.



A new button appears labeled **QCS Sites**. Push this button to add sites.

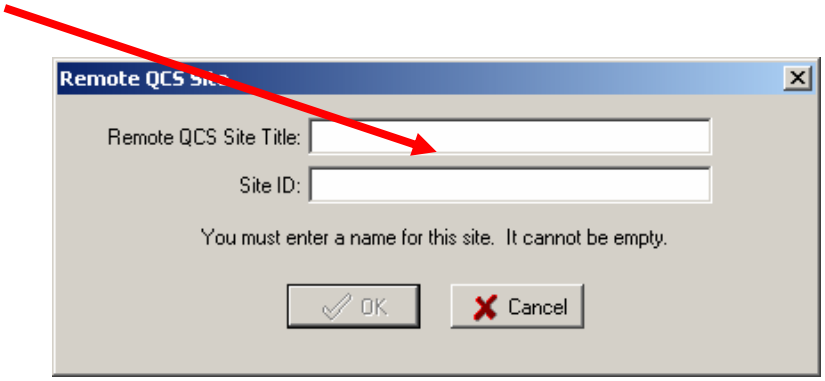
Initially, this screen will only list the QCS site of your computer (i.e., FFF Field Office). To add new sites, push the **Add** button at the top of the next screen.


QCS Sites
Close
Add ...
Edit ...
Delete ...
Remote QCS Sites
[WCGW3RHJ] Scheduling Office
Modules Assigned To
QCS Master Site: [DS4SCRKC] FFF Field Office
Home Correspondence: [RMS] BASRAH RESIDENT OFFICE
Site Correspondence: [RMS] BASRAH RESIDENT OFFICE
Request for Information: [DS4SCRKC] FFF Field Office
Prime Contractor / Subcontractors: [DS4SCRKC] FFF Field Office
Pay Activities: [DS4SCRKC] FFF Field Office
Progress Payments: [DS4SCRKC] FFF Field Office
Daily Reports / QC Requirements / Equipment / Activity Schedule: [DS4SCRKC] FFF Field Office
Features of Work: [DS4SCRKC] FFF Field Office
3 - Phase Checks: [DS4SCRKC] FFF Field Office
Spec Sections / Submittals / Transmittals: [DS4SCRKC] FFF Field Office

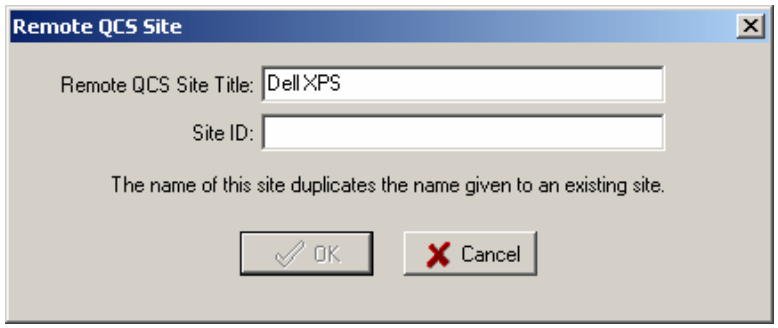
Entering a QCS Site Title

When a QCS program is installed a **Site ID** is automatically assigned with each program (site) installation. You must know this information prior to setting up a remote site. You can view the information in the **Home/Contractor Library**, **QCS Site Description** screen and on the very top of the opening screen of QCS. You can have an unlimited number of remote QCS sites and all would have their own assigned Site ID and Title. Sites that are listed in the Master QCS Site, but not delegated responsibilities for a module, will be “Read Only” sites.

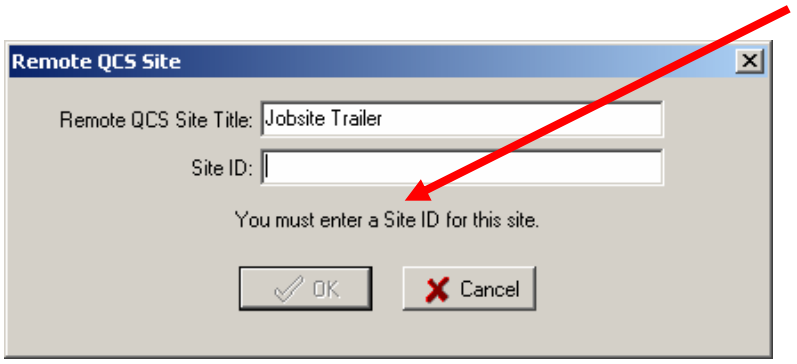
As you hit the **Add** button on the previous page (Add - Remote QCS Sites), the following screen advises you that a **Site Title** must be entered.



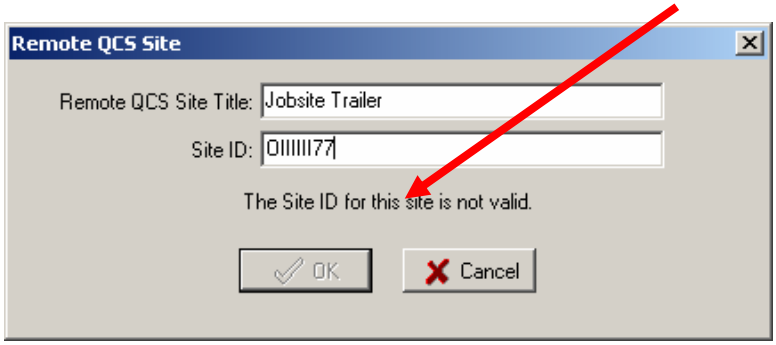
If you try to enter a duplicate Site Title, the program will display this message:


Remote QCS Site
Remote QCS Site Title: Dell XPS
Site ID:
The name of this site duplicates the name given to an existing site.
OK
Cancel

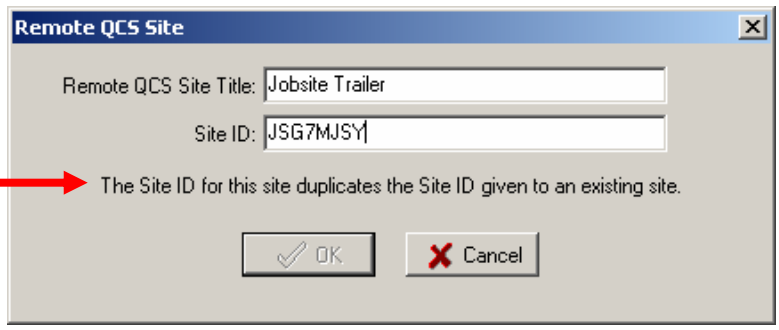
After you enter the Title, the same screen advises you that a **Site ID** must be entered.



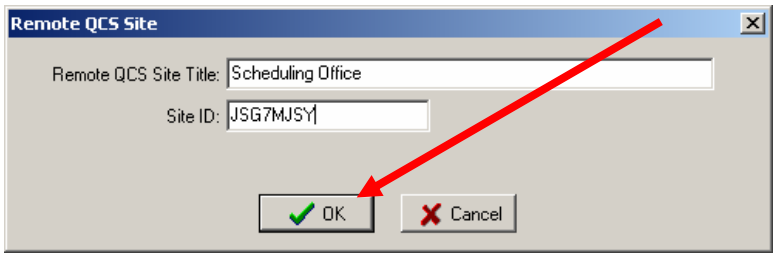
If you enter an invalid Site ID number, you will receive this message.



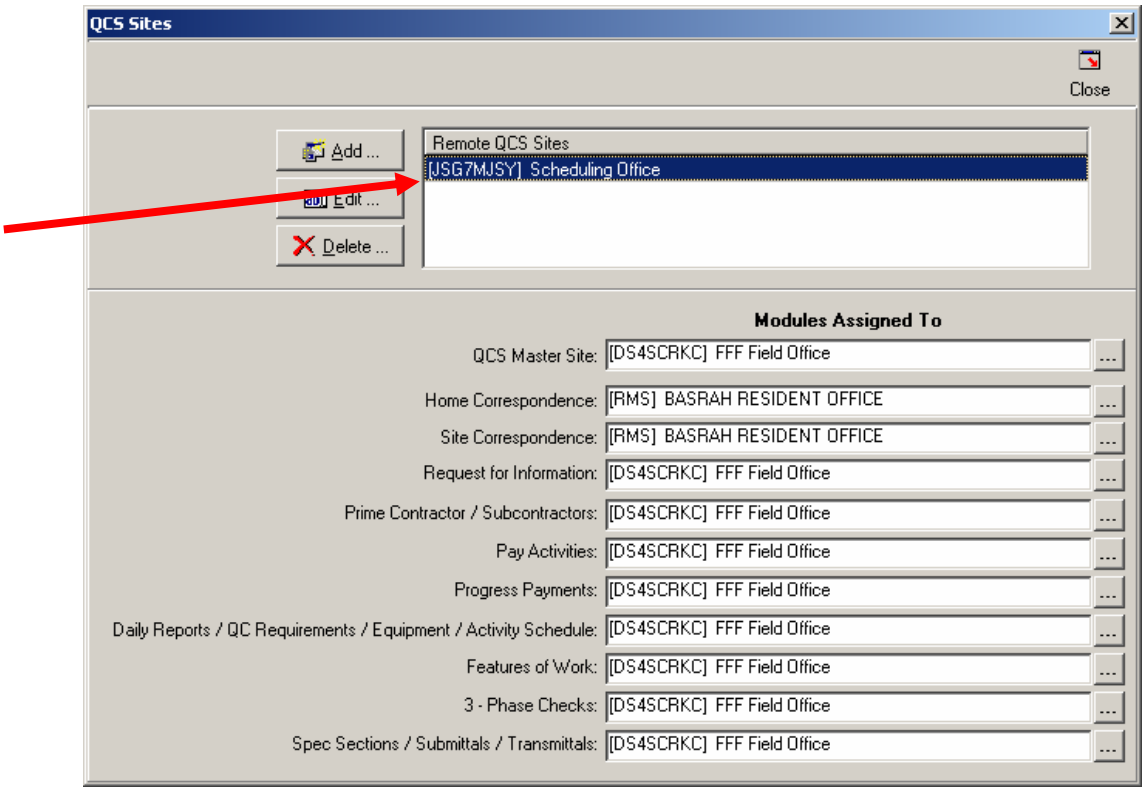
It will also advise you if you have entered a Site ID already assigned to another QCS site.


Remote QCS Site
Remote QCS Site Title: Jobsite Trailer
Site ID: JSG7MJSY
The Site ID for this site duplicates the Site ID given to an existing site.
OK
Cancel

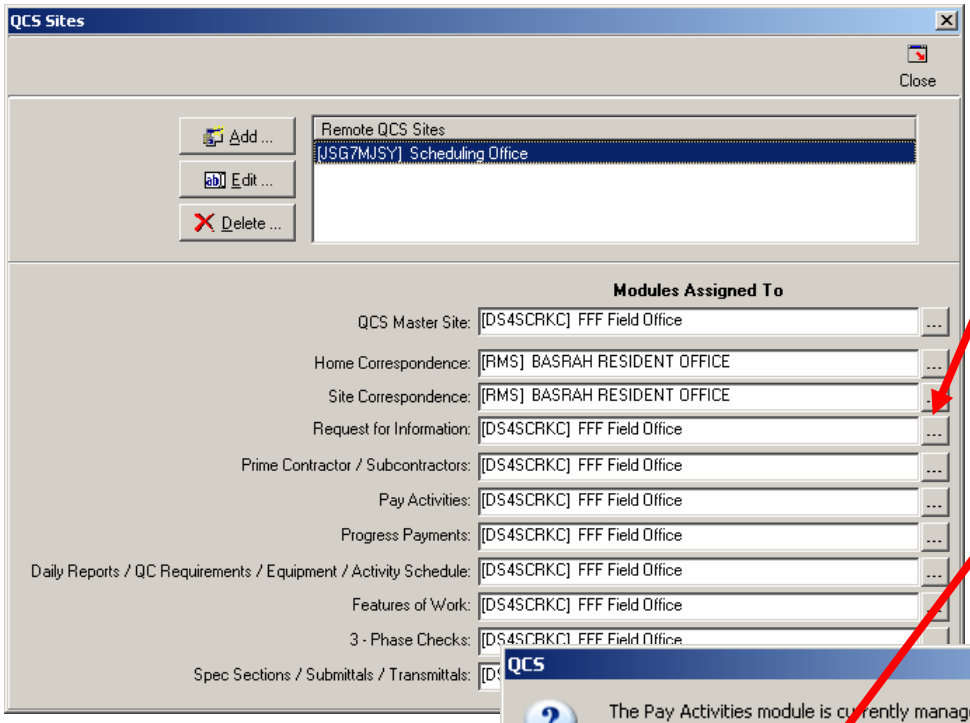
Once the Title and ID are entered and pass the litmus test, push the **OK** button.



Your new site is now on the lookup and you can then begin to assign modules to be managed by the new site.

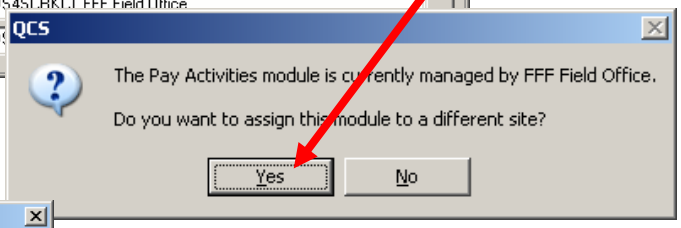


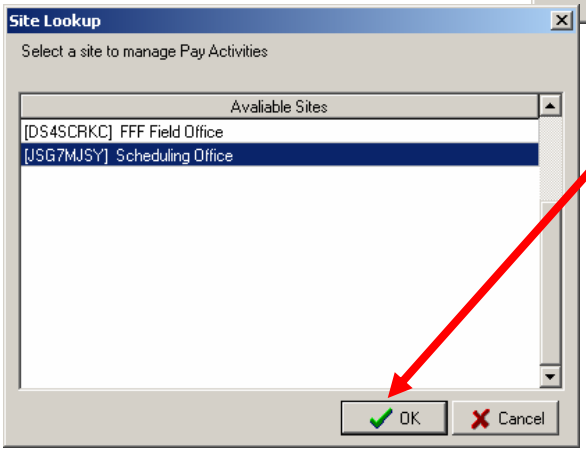
Assign QCS Modules to Remote QCS Sites


QCS Sites
Close
Add ...
Edit ...
Delete ...
Remote QCS Sites
[USG7MJSY] Scheduling Office
Modules Assigned To
QCS Master Site: [DS4SCRKC] FFF Field Office
Home Correspondence: [RMS] BASRAH RESIDENT OFFICE
Site Correspondence: [RMS] BASRAH RESIDENT OFFICE
Request for Information: [DS4SCRKC] FFF Field Office
Prime Contractor / Subcontractors: [DS4SCRKC] FFF Field Office
Pay Activities: [DS4SCRKC] FFF Field Office
Progress Payments: [DS4SCRKC] FFF Field Office
Daily Reports / QC Requirements / Equipment / Activity Schedule: [DS4SCRKC] FFF Field Office
Features of Work: [DS4SCRKC] FFF Field Office
3 - Phase Checks:
Spec Sections / Submittals / Transmittals:

Use the ellipsis (lookup) to assign a module to your remote site.

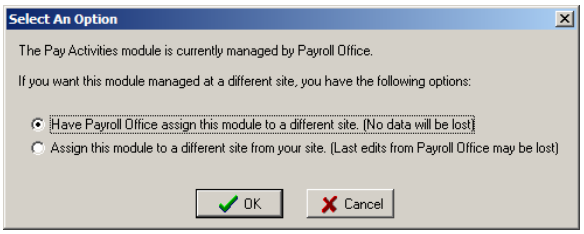
Select **Yes** to assign the module to a different site.

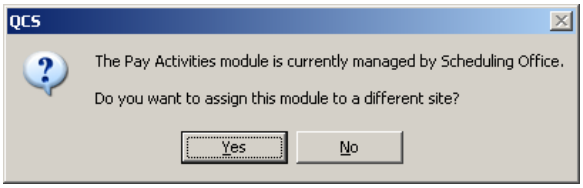

QCS
The Pay Activities module is currently managed by FFF Field Office.
Do you want to assign this module to a different site?
Yes
No



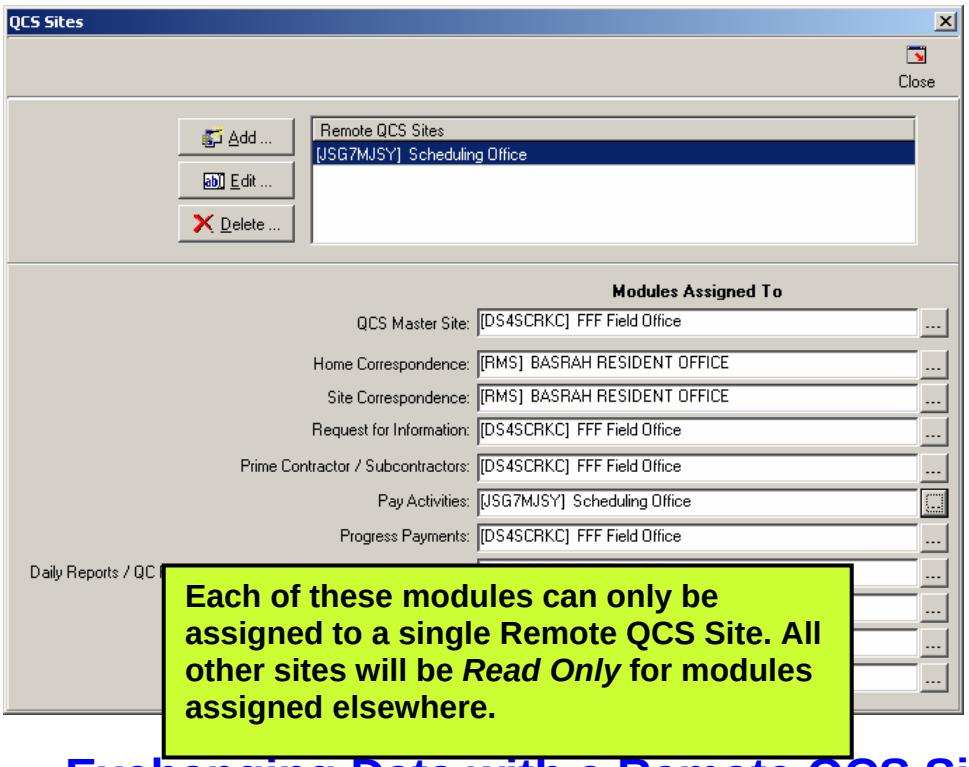
The available sites will be shown and you choose which one the assignment is for, and press **OK**.

If you have already assigned a particular module to a site and wish to reassign it, you can have either the previous site assign the new site, or reassign it from the **Master QCS Site**. You will see one of these screens.


Select An Option
The Pay Activities module is currently managed by Payroll Office.
If you want this module managed at a different site, you have the following options:
Have Payroll Office assign this module to a different site. (No data will be lost)
Assign this module to a different site from your site. (Last edits from Payroll Office may be lost)
OK
Cancel


QCS
The Pay Activities module is currently managed by Scheduling Office.
Do you want to assign this module to a different site?
Yes
No

You may continue to reassign it, but be aware that some data may be lost from the previous site if you have not first coordinated an import from them. It is good practice to export from the old site just prior to reassigning it to a new site, or have the previous site reassign it to avoid losing any data that may have been entered since the last import process.

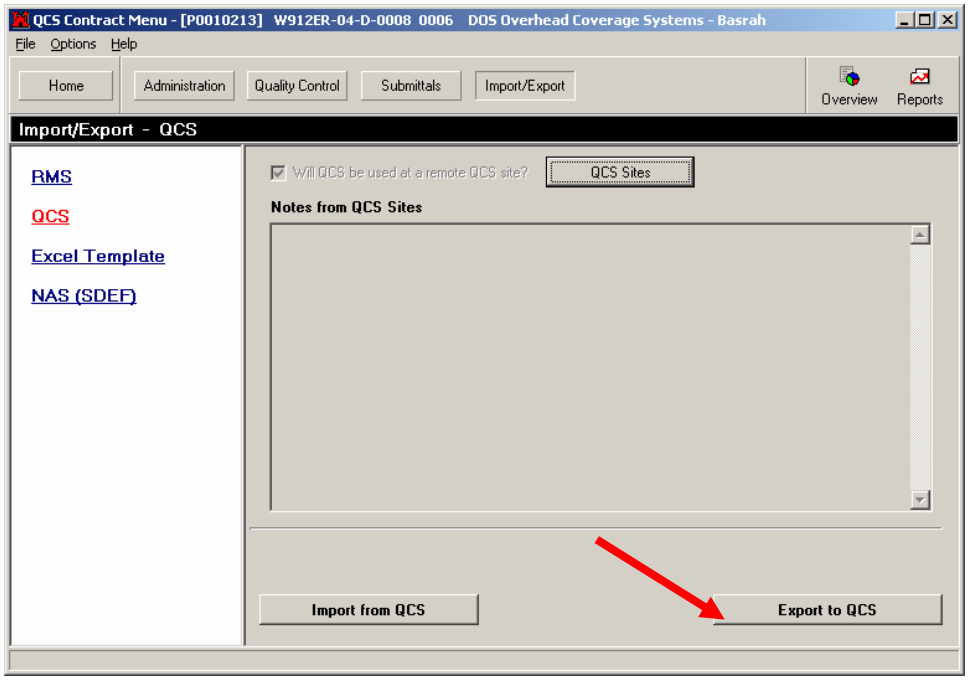

QCS Sites
Close
Add ...
Edit ...
Delete ...
Remote QCS Sites
[JSG7MJSY] Scheduling Office
Modules Assigned To
QCS Master Site: [DS4SCRKC] FFF Field Office
Home Correspondence: [RMS] BASRAH RESIDENT OFFICE
Site Correspondence: [RMS] BASRAH RESIDENT OFFICE
Request for Information: [DS4SCRKC] FFF Field Office
Prime Contractor / Subcontractors: [DS4SCRKC] FFF Field Office
Pay Activities: [JSG7MJSY] Scheduling Office
Progress Payments: [DS4SCRKC] FFF Field Office
Daily Reports / QC
Each of these modules can only be assigned to a single Remote QCS Site. All other sites will be *Read Only* for modules assigned elsewhere.

The assignment is complete and you can now export your QCS data to your remote site.

The procedure for exporting to a remote site is the same as importing and exporting to the Government RMS program.

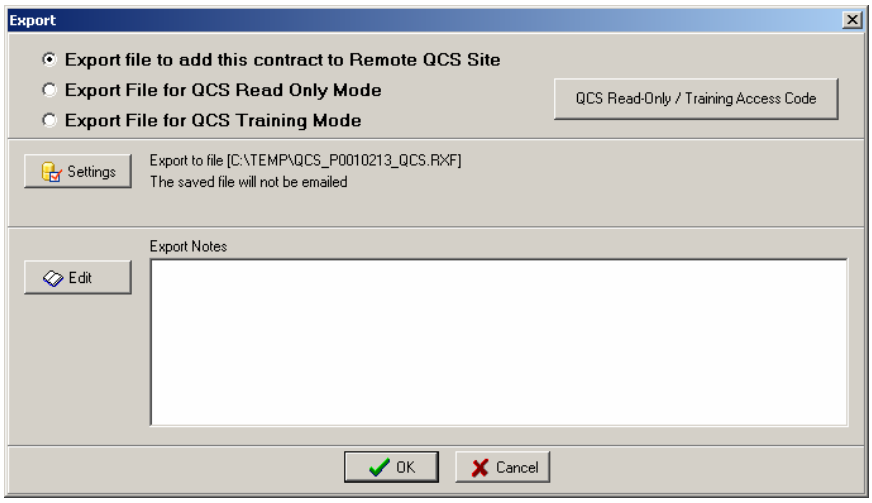
Exchanging Data with a Remote QCS Site

Master QCS Site

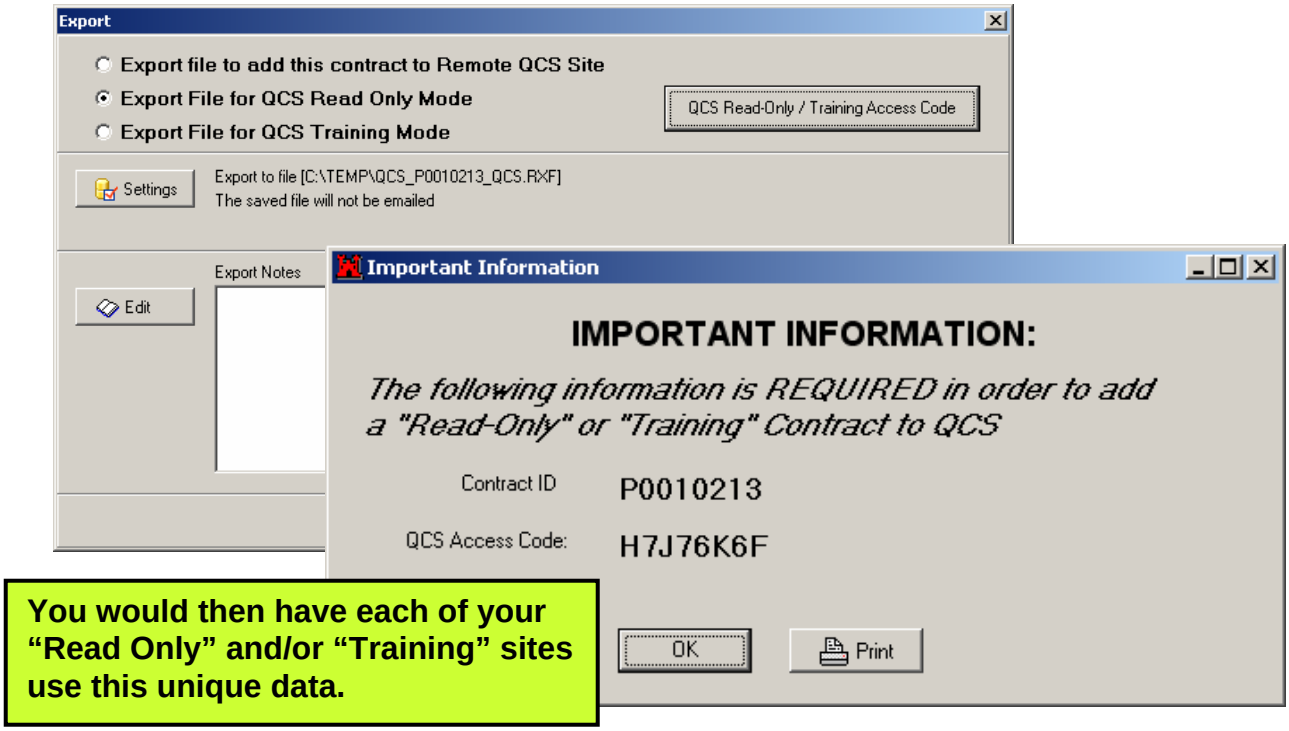


From the **Import/Export** screen, choose **QCS** and then

the **Export to QCS** button at the bottom right of the screen.



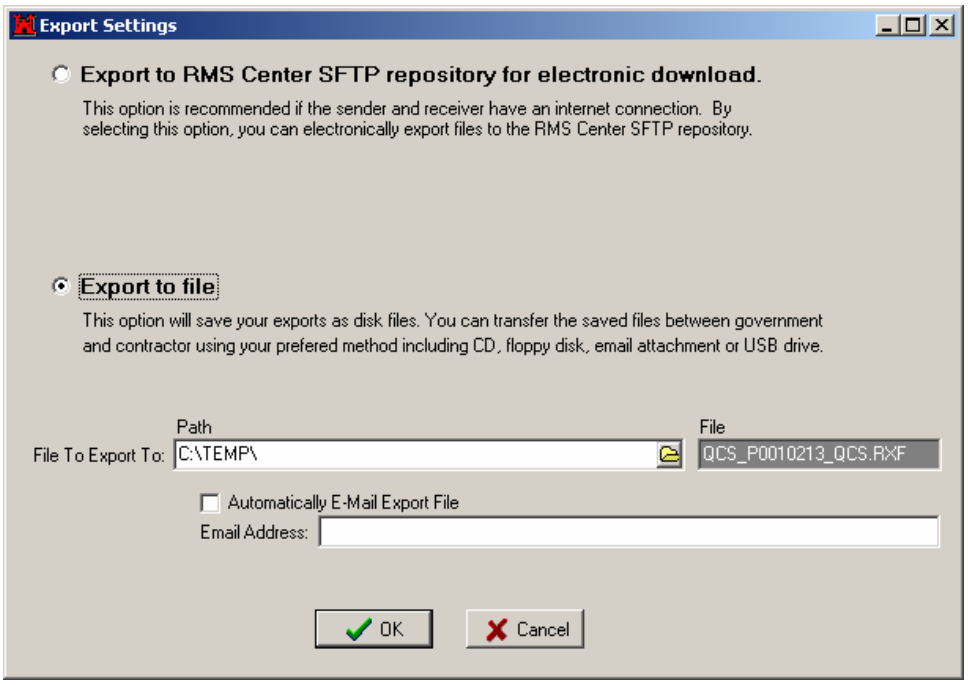
The program will also give you the choice of exporting a file for the **Read Only** or **Training mode**. This version of the program also gives you opportunity to use your QCS program for training, and all exports/imports will be sent and/or retrieved from a special training server. This way, the real (live) data between the QCS program and the Government will not be corrupted.



You would then have each of your "Read Only" and/or "Training" sites use this unique data.

Like previous procedures, you can export via **File** or via the **SFTP** Repository.

The manner in which you import data from a Remote QCS Site is the same as the export.


Export Settings
Export to RMS Center SFTP repository for electronic download.
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically export files to the RMS Center SFTP repository.
Export to file
This option will save your exports as disk files. You can transfer the saved files between government and contractor using your prefered method including CD, floppy disk, email attachment or USB drive.
Path
File
File To Export To:
C:\TEMP\
QCS_P0010213_QCS.RXF
Automatically E-Mail Export File
Email Address:
OK
Cancel

The procedures to exchange data between the Master QCS Site and the Remote site are the same as between the Master QCS Site and the Government.

In addition, the Remote QCS Site can also exchange files directly with the Government. The areas that the Remote Site does not control will be "***READ ONLY***" for such modules. The Master QCS Site will also be "***READ ONLY***" for areas designated to be assigned to the remote QCS Sites.

Exchange of files between RMS and QCS (including remote sites) can only be accomplished within the same Corps of Engineer District. That is, Albuquerque District would not be able to exchange files with a contract from Los Angeles District. (We do have an exception in that GRD has three Districts (Northern, Central and Southern), but they all use the same RMS database.)

Warning! On use of Remote QCS Sites

If you are going to use the Remote QCS feature, it is very important that the QCS programs frequently exchange files with each other and RMS. The reason for this is two fold. First, it helps to ensure data integrity between the two programs and, secondly, it is needed to maintain manageable file sizes for the exports and imports.

Exchanging data frequently will ensure that each site is up to date with the most recent data. If for some reason a site becomes inoperative then RMS can send a full **overwrite file** to get them back on track. However, if the last time an export was done to RMS/QCS was over a week or two then you may have quite of bit of data entry to manually catch up with.

If all RMS/QCS sites are exporting and importing frequently, then it is very common for the file size to be less than 1 Megabyte in size. If you are on a remote site that does not have DSL a file less than 1 megabyte in size will be very helpful.

If you have a site that is no longer being used then please remove it and then promptly do an export to your other sites and RMS. Failing to remove a site that is no longer in use can result in data loss and a tremendous increase in the export file size.

An explanation of Site ID's and Titles

The Site IDs are generated during the QCS Setup process. A basic description of the overall process follows.

- When RMS begins to use a contract that has been designated to use QCS, there is no Master QCS site identified. So, RMS prompts you for the Master QCS site information and sends full exports from RMS to QCS. Until RMS gets confirmation back from the Master QCS site (via an import), it will allow you to change the Master QCS site ID and it will continue to send full exports.

- Once RMS hears back from the Master QCS site, then RMS is out of the site ID business and it will send normal daily exports and will no longer ask you about the Master QCS Site ID.

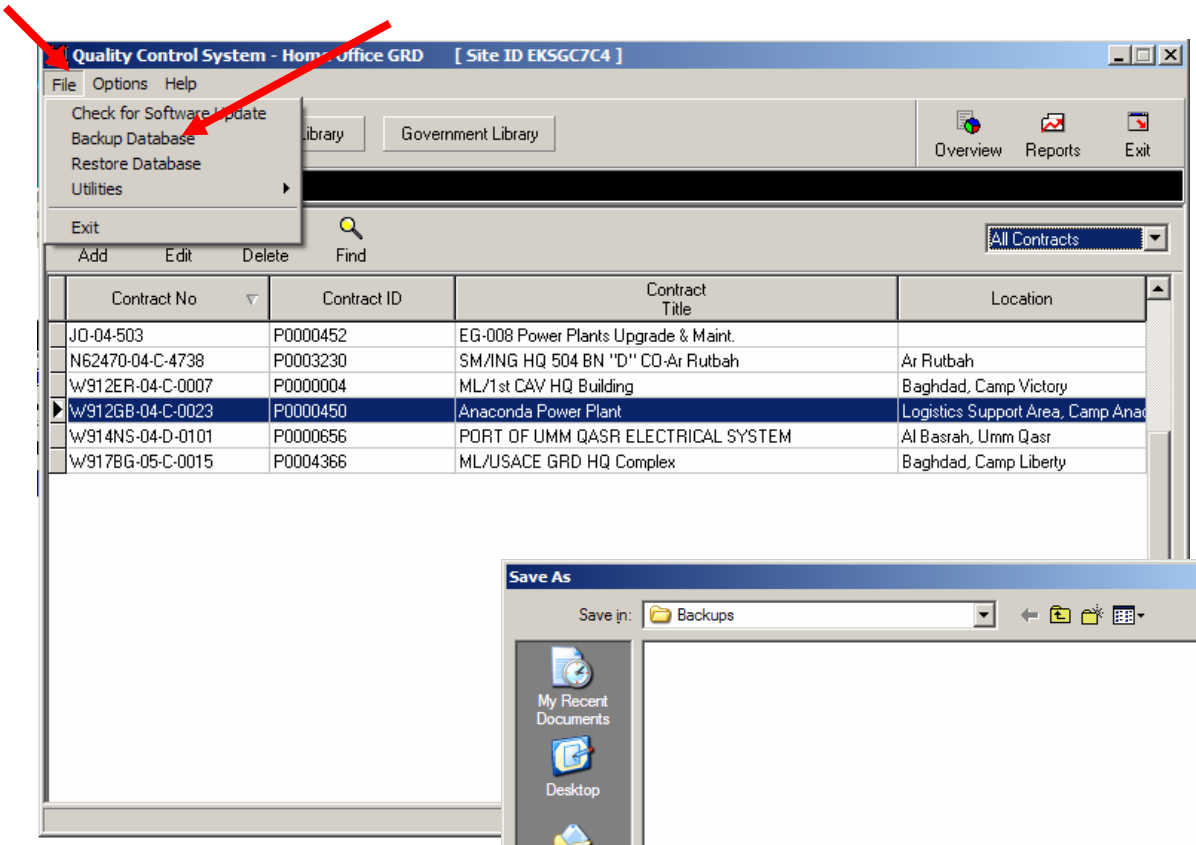
- If the Master QCS Site is required, for one reason or another, to be transferred from one QCS program to another, RMS has the capability to UNLOCK the initial assignment and assign the contract to another Master QCS Site. The RMS program requires a Government Office Administrator, or a System Administrator to accomplish this transfer.

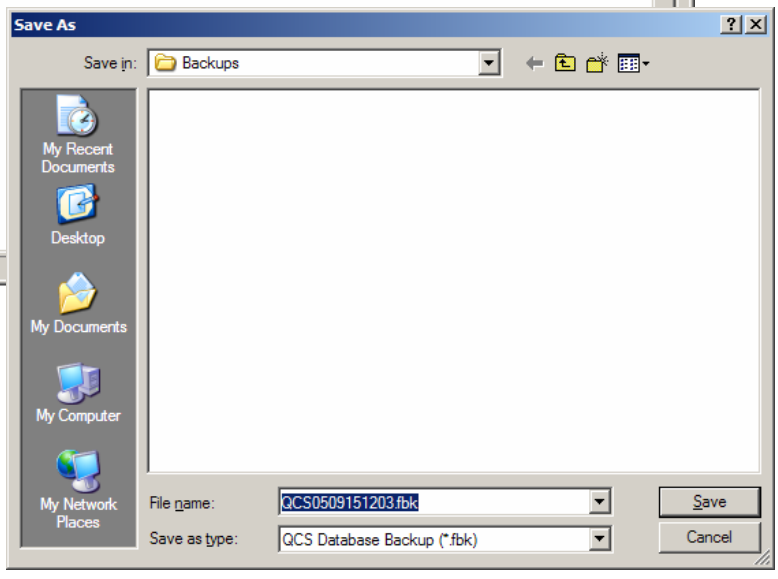
- Only the QCS master site has the option to add additional QCS sites. To do so, the Master QCS site goes to the export screen and clicks on the little check box on top of the screen saying "**Will QCS be used at a remote QCS site?**". That checkbox turns on a button for QCS sites and the Master QCS site can then click on that button and add additional sites and assign various modules as appropriate. To add a site, the QCS Master site will need to have the Site ID and Title for the Remote QCS sites.

- The Master QCS site and all Remote QCS sites can independently import and export data to and from RMS and/or QCS. However, it is recommended that the Remote QCS sites export directly to their Master QCS site and have the Master QCS site as the primary exchange point. This will cause less confusion for the Government RMS Users, as they must select from a Menu the available imports. It's been observed that the wrong import is made and that the Master QCS is totally ignored in some cases. This isn't a Contractor problem, per se, but QCS can certainly assist in avoiding confusion.

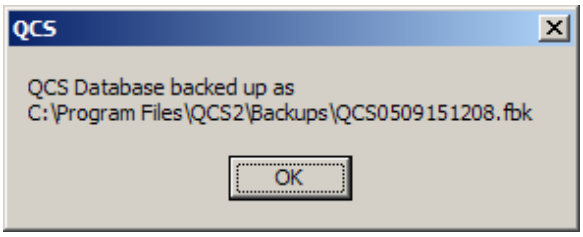
Backup Database

This backup utility allows the User to have multiple backups. Click on **File** and scroll to ***Backup Database*** for access to this feature.



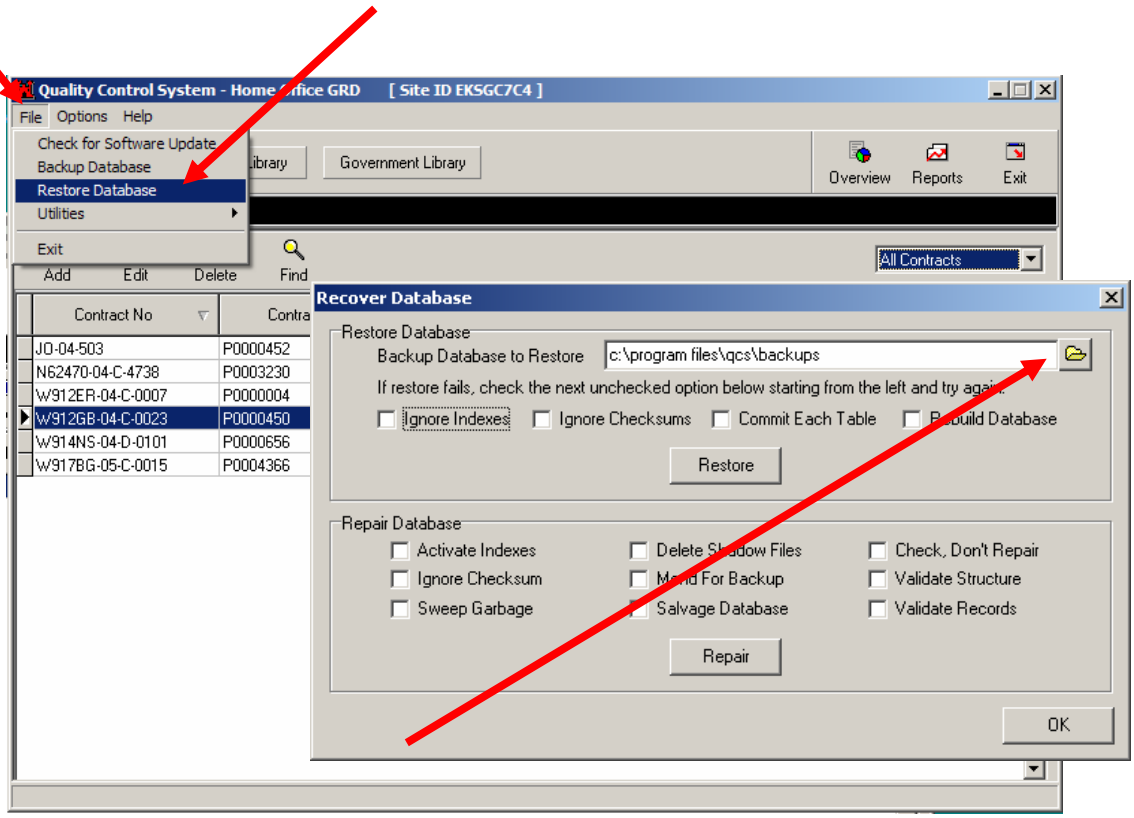


You can use this window to name your backup file. The name defaults to "QCSyymmddhhmm.fbk" (yy=Year, mm = Month, dd = Day, hh = Hour, mm = Minute). It is recommended that you retain this naming scheme.



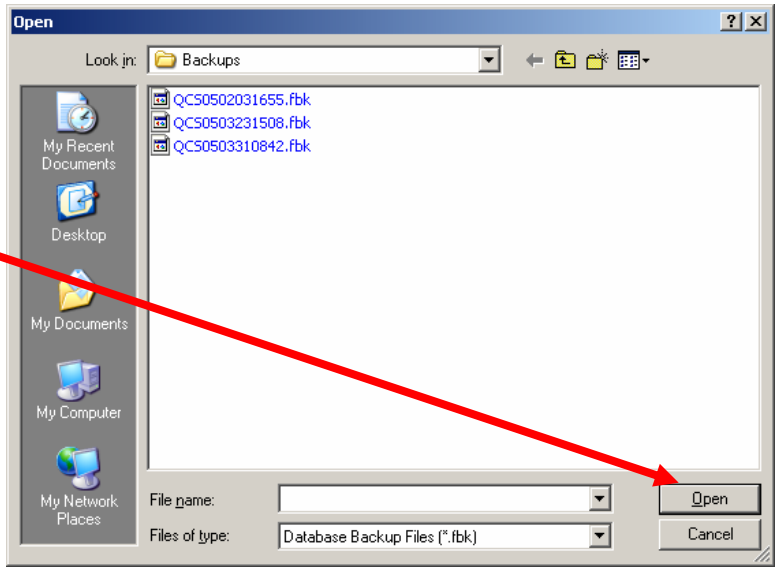
Restore Database

This backup utility allows the User to recover a backup from the available files or to repair an existing database. Click on **File** and scroll to ***Restore Database*** for access to this feature.



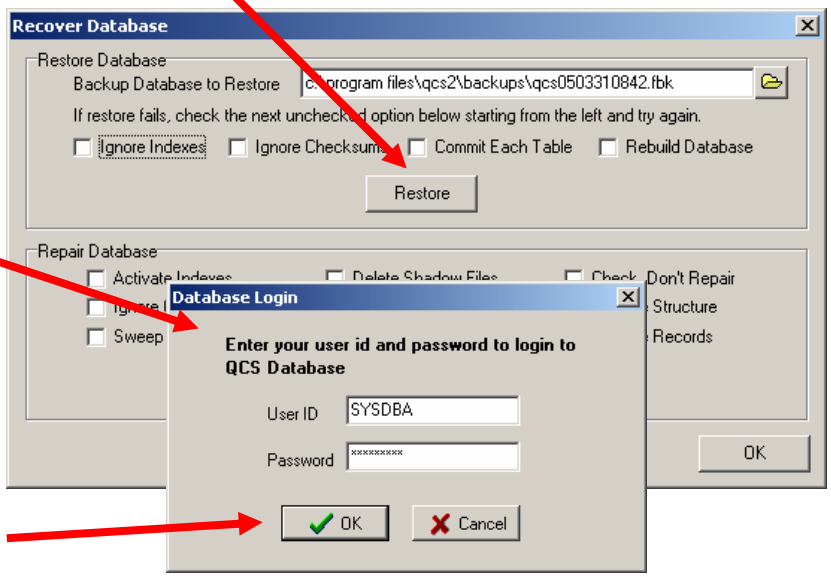
This screen is pretty much self-explanatory. The first thing you will need to do, if you wish to restore a database is to select the one you want to restore. Use the lookup for this purpose and make your selection.

Push ***Open*** after your selection.

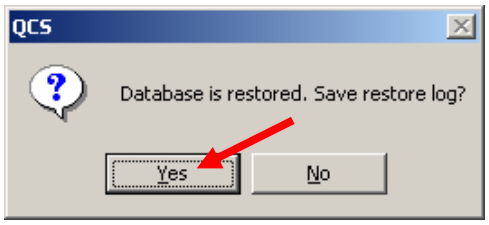


Push the ***Restore*** button to begin the actual process to restore the contract.

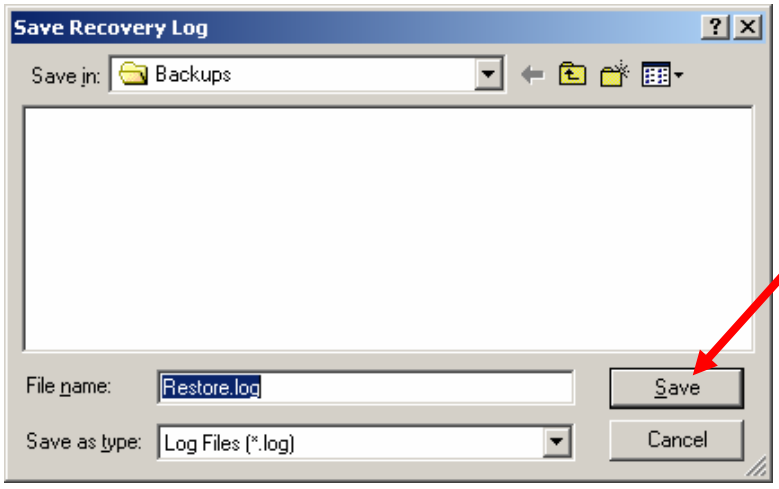
You will then be provided with a login screen to assure you have the proper "rights" to restore the contract.



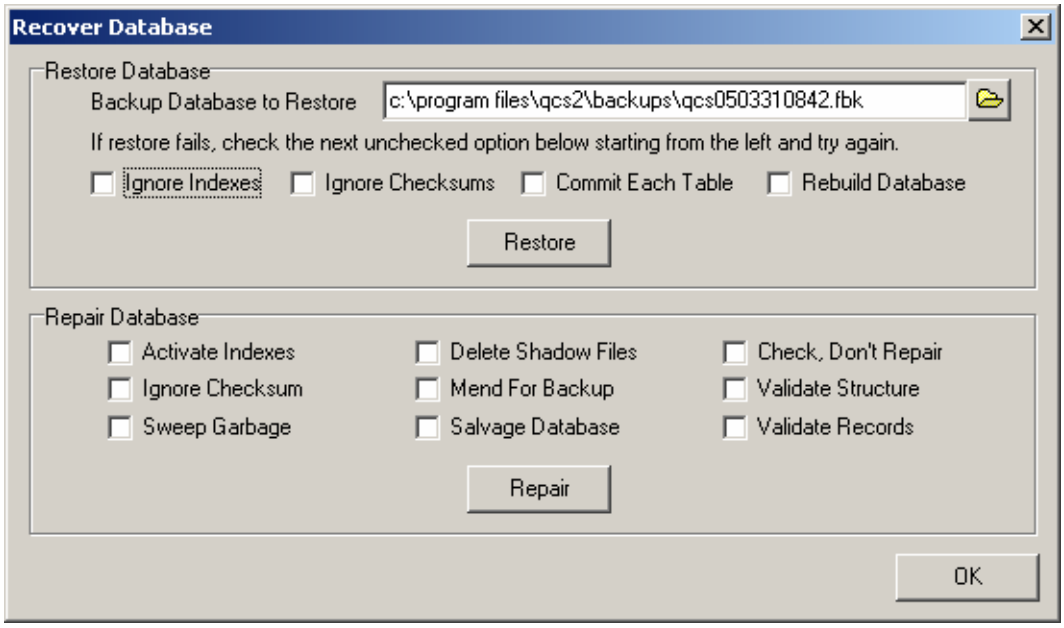
Push the ***OK*** button to proceed.



The database will be restored and you will then have the option to save a log to document the restore. This log will be useful if you run into difficulties and need the support of the RMS Center. Select **Yes,** and then **Save** to keep the log.



You will then be returned to this screen. If the restore FAILS, read the instructions and try each option. If you continue to have problems, please contact the RMS Center.



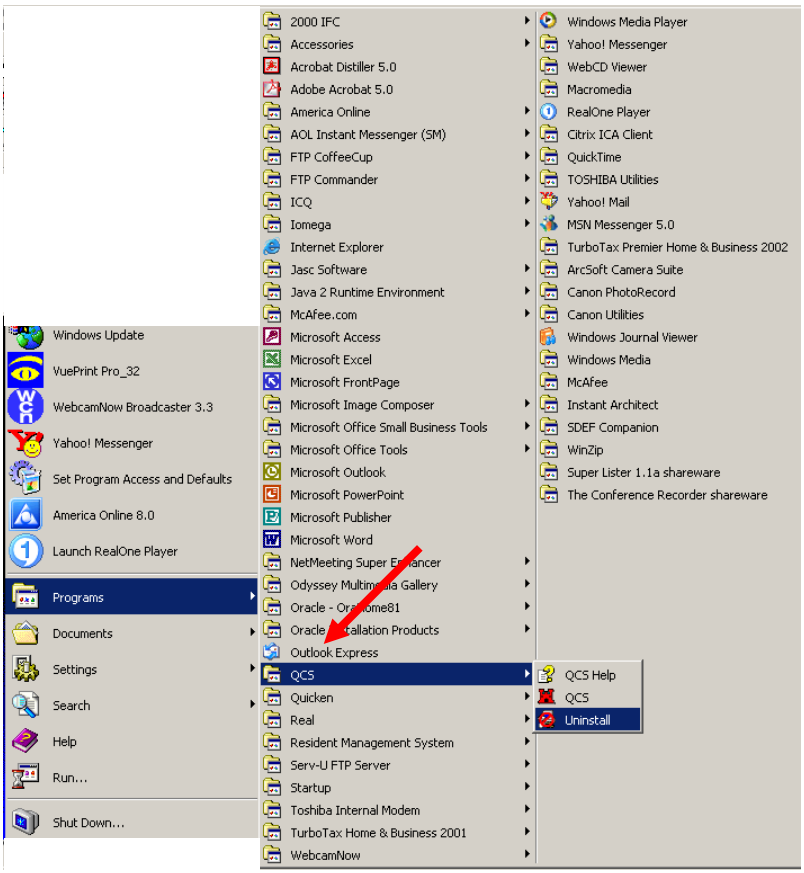
After you restore or repair your database you should exit from the QCS program and restart it for the changes to take effect.

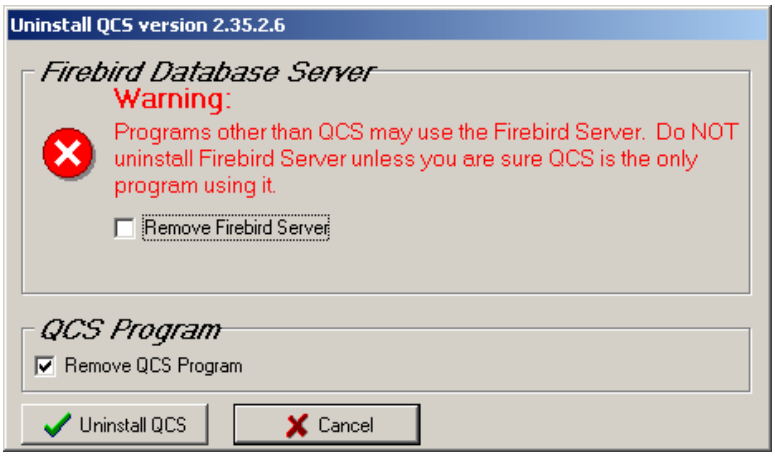
Restore in QCS can only be done from the server itself. (A client can trigger a **Backup**, but not a **Restore**.) When a User enters an IP address, instead of a server name, the restore routine states that restores can only be done from the server. The *Server Name* is now compared to the IP address of the machine that is running QCS. If they are the same, **Restore** is now permitted.

In order to access the **Restore Database** function you must be at the MAIN QCS screen. That is, not from within a contract screen. The reason should be obvious: when you restore a database, you are restoring ALL contracts within that database, not just a single contract.

Uninstall the QCS Program

QCS has a fully functional “Uninstall” feature. This uninstall also provides the capability for uninstalling just the Firebird server.

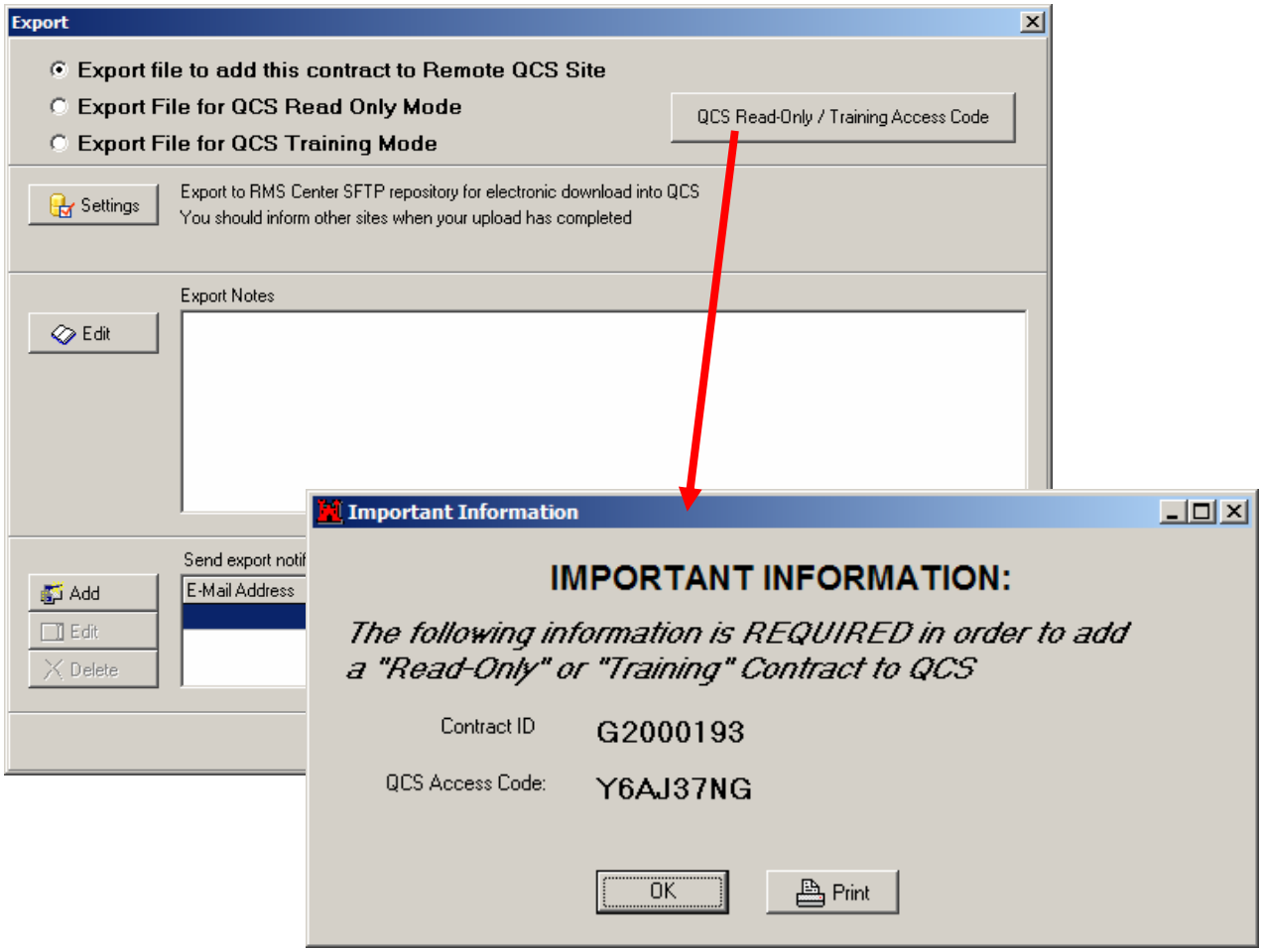



Uninstall QCS version 2.35.2.6
Firebird Database Server
Warning:
Programs other than QCS may use the Firebird Server. Do NOT uninstall Firebird Server unless you are sure QCS is the only program using it.
Remove Firebird Server
QCS Program
Remove QCS Program
Uninstall QCS
Cancel

Training Mode Support

Exports to Government SFTP Training Site

Two of the RMS Center programs, QAS and QCS, can be placed in a “Training Mode” to allow for things like training or troubleshooting. When in “Training Mode” the files can be retrieved from the SFTP Server. You won’t have to worry about clobbering your real data because nothing can be exported from the training programs. While in “Training Mode” you are only able to IMPORT files and review them and manage them, but will not be able to EXPORT anything back to the system you downloaded from.



Technical Support

Your Government Quality Assurance representative should be available to answer any questions you have regarding the QCS program. In addition, there is an RMS Support group that may also be of some benefit. You may email your questions/problems to **RMSSupport@usace.army.mil/**. There may be, however, a few days between the time your message is sent, and a reply is received. You may also call the RMS Center at (760) 247-0217 (0730 – 1600 Monday-Friday, Pacific Standard Time).

Onsite QCS Training is available for contractors for a fee from the RMS Center or from a Contractor that works with the RMS Center. Occasionally, the Government will coordinate training and arrange for RMS/QAS/QCS training all within the same time period to save and/or share costs for the training. Feel free to contact the RMS Training Director, **Mr. Fred Freeman**, for particulars.

Chapter 2 – CQM and Quality Control

What you will learn from this Chapter:

Required Administrative Data

- Prime Contractor Data
- Subcontractor Data

Required QA / QC Data

- Features of Work
- Three Phase Checks
- Hazard Analysis
- QC Tests
- User Schools
- Transfer Property
- Installed Property

Correspondence Tracking

- Entering Correspondence in QCS
- Exchange Correspondence Electronically with the Government

Request for Information

- Create RFI's in QCS
- Exchange RFI's Electronically with the Government

Contractor Quality Control – Planning

Overview

This chapter furnishes information on the planning activities required for **Contractor Quality Control** and provides instructions for utilizing the **Quality Control** modules of the QCS program.

Obtaining quality construction is a combined responsibility of the construction contractor and the government. Their mutual goal must be a quality product conforming to the contract requirements. A cooperative and professional working relationship should be established in order to realize this common goal. The contract documents establish the quality required in a project to be constructed. Contracting officers are responsible for assuring the contract documents clearly define the quality of materials and workmanship required for a project and that construction contractors comply with the contract documents and produce the required product. Certain civil works structures are specified by a construction procedure in lieu of end product quality. In these instances, contractors are responsible for the specified procedure and contracting officers must verify design assumptions, and control and assure the end product quality.

In contracts administered in Iraq, detailed CQC will likely be applied and a properly edited UFGS-01 45 04.00 10 (Formerly, UFGS-01451) should be included in the contract. In any case, the Contractor is reminded to comply with the specific requirements of the contract.

Contractor Responsibility

General. Contractors are responsible for all activities necessary to manage, control, and document work so as to ensure compliance with the contract plans and specifications. The contractor's responsibility includes ensuring adequate quality control services are provided for work-accomplished on-and off-site by his/her organization, suppliers, subcontractors, technical laboratories and consultants. The work activities include safety, submittal management, and all other functions relating to the requirement for quality construction.

Staffing. It is the contractor's responsibility to carefully examine the contract requirements for CQC and provide personnel capable of complying with the CQC requirements of the contract clauses and technical provisions. The CQC staff must be of sufficient size and have the qualifications necessary to ensure contract compliance, whether the prime contractor, subcontractors or vendors, performs work. The CQC system manager will be an employee of the prime contractor and must report directly to the project superintendent or someone higher in the contractor's organization. The size and

composition of the CQC organization may vary as the job progresses. At all times it should be compatible with the level of effort and capability required by the contract and construction schedule.

Quality Control Plans and Procedures. Contractors will be required to prepare a quality control plan for all projects except those excluded under the discretionary authority. Plans and procedures will include the features described in UFGS-01 45 04.00 10 (Formerly, UFGS-01451).

Construction Quality Management Training for Contractors

The Corps of Engineers has been requiring the **Contractors' Quality Control Manager** to complete the course entitled "***Construction Quality Management for Contractors***," since 1994. The certificate obtained for successfully completing the training is good for five years. As the certificates expire, those individuals will be required to retake the training. Here are some points about the training that can stand repeating.

a. The updated course has been coordinated with the Navy and they are using the same tape and student study manual to teach the course as the Corps of Engineers. It has been determined that the Navy will accept the Corps certificates and the Corps of Engineers will accept the Navy's certificates. A copy of the Corps of Engineers and the Navy certificates are shown hereafter for information.

b. The instructor should be a **Corps of Engineers employee** with solid experience in **Construction Quality Management**, a thorough knowledge of the course material and preferably should have some experience in instruction. It may be suitable to use recently retired Corps employees, but their qualifications and experience level must remain up to date.

c. To successfully complete the training the student must obtain a score of at least 70 on the Posttest. At the successful conclusion of training, contractor personnel will be given a *Certificate of Completion*. The District shall keep a record of all personnel trained by complete name, social security number, company, and job title. This is necessary to confirm that an individual has had the training if he/she presents a certificate issued by a different District. The certificate should also contain the name and phone number of the District POC to make verification easier. This training certificate is good for five years and the expiration date should be included on the certificate. After that the training must be retaken.

d. In the event that a certified **Quality Control Manager** is relieved of his/her duties due to unsatisfactory performance, the District administering the contract must revoke the training certificate. If his/her certificate was issued by another District, that District must be notified in writing that the certificate was revoked and for what reason. The training District should then annotate the records to show that the certificate was pulled for unsatisfactory performance. Thus, it is essential that a background check be made any time an individual presents a certificate from another District as evidence of having completed the required training.

e. All parties will receive the most benefit from the *Mutual Understanding Meeting* if the

Quality Control (QC) manager has had the required training before the meeting is held. It is therefore best if the District tries to pre-schedule the training based on their projected execution schedules; Partnering may demand individualized training for complex projects to accommodate contractors' needs and to facilitate development of the Corps/Contractor quality management team in a partnering process. Each QC manager shall be required to obtain the training within 90 days of the NTP if he/she does not have the required certification.

f. The cost for this training should not be greatly different between Corps of Engineers Districts. The contractor can be charged the cost of reproducing the student study guide and cost of classroom rental if government facilities are not available. If there are large differences, we normally hear about it through the AGC or directly from some of our contractors. Headquarters USACE did not intend to infer in any way that the training should be done in a government facility. That decision is up to individual Districts based on their own unique situations.

g. The course material will take about 8 – 12 hours to complete in a formal classroom situation allowing adequate time for student participation, pre and post tests, classroom breaks and lunch. You will find that this time varies somewhat between different Districts and facilitators.

CQM Certificate – Sample – Corps of Engineers

U.S. ARMY CORPS OF ENGINEERS

PROFESSIONAL DEVELOPMENT SUPPORT CENTER
HUNTSVILLE, ALABAMA

CERTIFICATE

This is to certify that

has completed the Corps of Engineers Training Course

CONSTRUCTION QUALITY MANAGEMENT FOR CONTRACTORS

Given at _____ By _____
Location Instructional District Date

_____
Facilitator

THIS CERTIFICATE EXPIRES FIVE YEARS FROM DATE OF ISSUE

Chief, USACE Professional Development Support Center

CQM Certificate – Sample - Navy

This is to certify that

has completed the training course

Construction Quality Management For Contractors

given at _____
Location

on _____
Date

_____ _____
Facilitator Issuing Official

This certificate expires five years from date of issue

Contractor Quality Control Plans

.
The goal of the Contractor and the Corps of Engineers should be to provide a quality product to our customers on time and within budget. ER 1180-l-6, *Construction Quality Management*, requires the inclusion of UFGS-01 45 04.00 10 (Formerly, UFGS-01451), *Contractor Quality Control*. This specification section details how the contractor will control his construction activities and obtain the quality he contracted for. It requires him to submit a quality control (QC) plan detailing how he intends to comply with the contract. A good detailed QC plan will help us achieve quality construction and the Contractor QCS module will help accelerate and unify that plan.

The following parts of contractor QC plans need special attention during review and approval of the plan.

a. The QC plan must include a QC organization description, which shows in detail exactly who is responsible for the quality of each type of work performed. This means the name and qualifications of all the individuals responsible must be listed. If a subcontractor is doing the mechanical work and the foreman of the subcontractor is responsible for the quality of that work, his name, qualifications and responsibilities must be included in the plan. This allows the Government QA representative to know who is responsible and make sure he attends and is involved in the preparatory phase meetings.

b. The QC plan must contain a letter to the individual Quality Control Manager named in the plan. This letter outlines his duties and responsibilities and gives authority to halt work, which is not in compliance with contract requirements. An authorized official of the company must sign this letter. The QC manager will issue letters of direction to all other various QC representatives outlining duties, authorities and responsibilities and provide copies of the letters to the government.

c. The QC plan must identify all control, verification and acceptance testing procedures for each specific test. It shall list the test name, specification paragraph number requiring test, feature of work to be tested, test frequency and the person responsible for each test. It is noted that if the contractor uses a commercial testing lab, the Corps must approve it. If the contractor intends to set up his own lab, then this must also be inspected and approved by the Corps.

d. The QC plan must describe a procedure for tracking construction deficiencies from initial identification thru correction. It is noted that establishment of the procedures does no good unless the contractor is required to implement and maintain them.

e. Procedures for reporting, to include forms, must be included in the QC plan. This should include as a minimum, forms for daily QC activities, preparatory and initial meetings, control testing, final inspections and subcontractor QC activities forms.

f. The QC plan must also contain a list of **definable features of work**. There may be more than one definable feature of work in each section of the specifications. A **definable feature of work** is any task, which is separate and distinct from other

tasks, has separate control requirements, or is identified by different trades or disciplines.

g. The contractor must show how they plan to manage the submittals required by the contract. These QC procedures must show who is responsible for the review and approval of all submittals for the contractor, including those from subcontractors, offsite fabricators and suppliers. Note that the individual signing for the contractor is certifying that the submittal meets all contract requirements. If too many submittals sent to the government are not in compliance, then it is that individual who should be either retrained or replaced.

While these are not all of the items required to be in the contractors QC plan, they are problems noted during the last three years of Design Construction Evaluations. The easiest way to review a contractors QC plan is to have a copy of the contract specification section UFGS-01 45 04.00 10 (Formerly, UFGS-01451) available and check off each item specified after reviewing it to determine if it will aide the contractor in obtaining the quality specified. Obtaining quality construction is a joint government and contractor effort. If the contractor has the proper tools in place and understands how they can help him obtain the quality specified, everybody's will be easier.

QCS Contractor Quality Control Module

Elements of Quality Control within QCS

- **Daily QC Report**
- **Contractor Staff**
- **Subcontractors**
- **Features of Work**
- **3-Phase Inspections**
- **Hazard Analysis**
- **QC Tests**
- **User Schools**
- **Transfer Property**
- **Installed Property**
- **Equipment Checks**
- **Exposure Hours**
- **Warranty Items (Post Completion)**

Monitoring contract progress is a responsibility of both the Government and the Contractor. As a contract progresses, both the Contractor and the Government make a daily report as to that progression. These reports include activities started and completed, inspections made, QC requirements met, problems experienced and, if any, accidents encountered, as well as a variety of other information. The QCS program provides a place to enter all of this information pertaining to the Contract and is easily shared with the Government RMS program and between various Contractor QCS Sites (if remote sites are chosen to be used).

Why should the Contractor use QCS?

- Once the Contractor enters the initial data and the Government approves the data, a variety of reports can be printed and used by both the Contractor and Government.
- The Contractor can use queries, ranges and sorts to monitor the Quality Control aspects of the contract.
- The Contractor can use multiple QCS sites to manage different areas of the Contract. For example, you can assign on QCS program to handle Correspondence, another to do Submittals, another to do Progress Payments, another to do the Daily CQC Report, and so forth.
- QCS provides the Contractor an automated tool to print Government required forms and documents to meet contract specification requirements. One such form is the Transmittal Form, ENG Form 4025 for submittals and another is the DD Form 1149 for transfer of property.
- QCS gives the Contractor a deficiency tracking system that meets their QC Management Plan requirement as specified in the contract.
- Preparatory and Initial Inspections can easily be scheduled and recorded. The program provides an Inspection Check-sheet to help the Contractor prepare for these inspections.
- Hazard Analysis can be created in the Contractor Library and accessed and used for all contracts in the database.
- QCS can import the activities, scheduled start and finish dates, and values from the Contractor's NAS, if the software used meets the Government's *Standard Data Exchange Format (SDEF).*

Much of the data entered by the Contractor is interdependent with other area options throughout QCS. Special attention should be placed on **Prep/Initial Dates**, **Activity Start/Finish**, **User School**, **QC Testing**, **Transfer Property**, **Installed Property**, **Issue QC Punch List items,** Corrected **QC Punch List items**, **Corrected QA Punch List items** and **Contractor On-Site** options as they are linked to other vital functions of both the QCS and RMS programs.

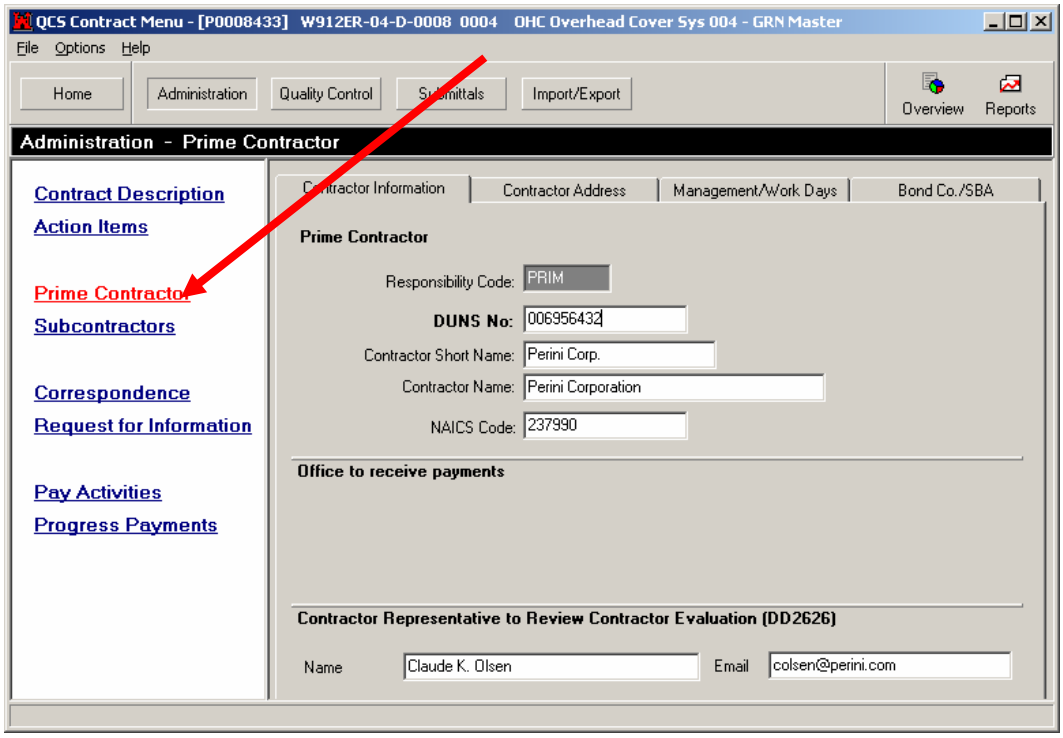
Quality Control Requirements

There are areas that must be addressed in the ***Planning*** of a contract before a Contractor can adequately prepare his Daily Quality Control Report. The Government or the Designer accomplishes some of this preliminary planning, long before the contractor is aware that a potential contract even exists. This includes, among many other things, what QCS and RMS refers to a ***QC Requirements***. Each of these requirements is tracked by specific number and is assigned (linked) to a contractor pay activity by the construction contractor. Other items that the

Contractor must enter prior to making his daily reports include his staffing intentions, his subcontractors and the definable features of work he will use to manage the inspection process.

Prime Contractor Data

The **Prime Contractor** window is comprised of four (4) tab entry screens, located under **Administration** from the QCS **Contract Menu**. Data is entered into each tab separately, beginning with the **Contractor Information** tab.



Contractor Information

1. ***Responsibility Code*** – This code must match the Contractor's scheduling package if one is being used. It must be **PRIM** and cannot be assigned to any other subcontractor for this contract. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as Primavera, and can easily be imported into the QCS program. Be sure to advise your P3 scheduler of the Prime Contractor responsibility code of **PRIM**.

2. ***DUNS No***: Enter the nine-digit (or thirteen-digit) Contractor CEC number (DUNS # or DUNS+4#), as it appears on the Contractor's proposal or contract award letter. A sample CEC number is "03-807-4381". (FAR 52.204-4, Contractor Establishment Code (CEC)). The CEC is a 9-digit code assigned to a Contractor that contract with a Federal executive agency. The CEC system is a contractor identification coding system that is currently the Dun and Bradstreet Data Universal Numbering System (DUNS). The CEC

system is distinct from the Federal Identification Numbering (TIN) system. The Government will obtain a CEC for any awardee that does not have or does not know its CEC. The CEC number should be found on the executed SF 1422, in block 14. It is also used on the DD 2626, Contractor Evaluation form in CCASS.

The Data Universal Number (DUNS) is a unique nine-character (or thirteen-character) company identification number issued by Dun & Bradstreet. To verify or locate a DUNS number for the construction firm in the Central Contractor Registration (CCR) visit:

http://www.bpn.gov/CCRINQ/scripts/search.asp

3. ***Contractor Short Name*** – Enter an abbreviated name of the Prime Contractor. This is used for simple reports and screens throughout the QCS and RMS programs.

4. ***Contractor Name*** – Enter the Contractor's full name as you want it to appear on various QCS and RMS reports and contract documents.

5. ***NAICS Code*** – Enter the Contractor's NAICS code. A sample NAICS code is: "236220" (Commercial and Institutional Building Construction). This number is required to be used on the CCASS Contractor Evaluation Form (DD Form 2626).

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America. To look up a NAICS code for construction, refer to the following website: http://www.naics.com/naics23.htm

6. ***Office to receive payments*** – This will be completed automatically by the Government (RMS)

7. ***Contractor Representative to Review Contractor Evaluation (DD2626)*** – Enter the name and email address of this Contractor representative. The name entered here will have access to, and responsibility for, responding to evaluation criteria entered by the Government in the CCASS database. This new feature of RMS/QCS allows the construction evaluation to put directly into CCASS electronically from RMS. Additional information can be obtained from the ACASS/CCASS User Manual at the following website: CPARS **http://www.cpars.navy.mil**. This will allow the Assessing Official (Evaluator), once notified that the evaluation is copied to CCASS, to login to CCASS and continue processing the evaluation to the Contractor Representative.

What is CCASS anyway?

Construction Contractor Appraisal Support System (CCASS)

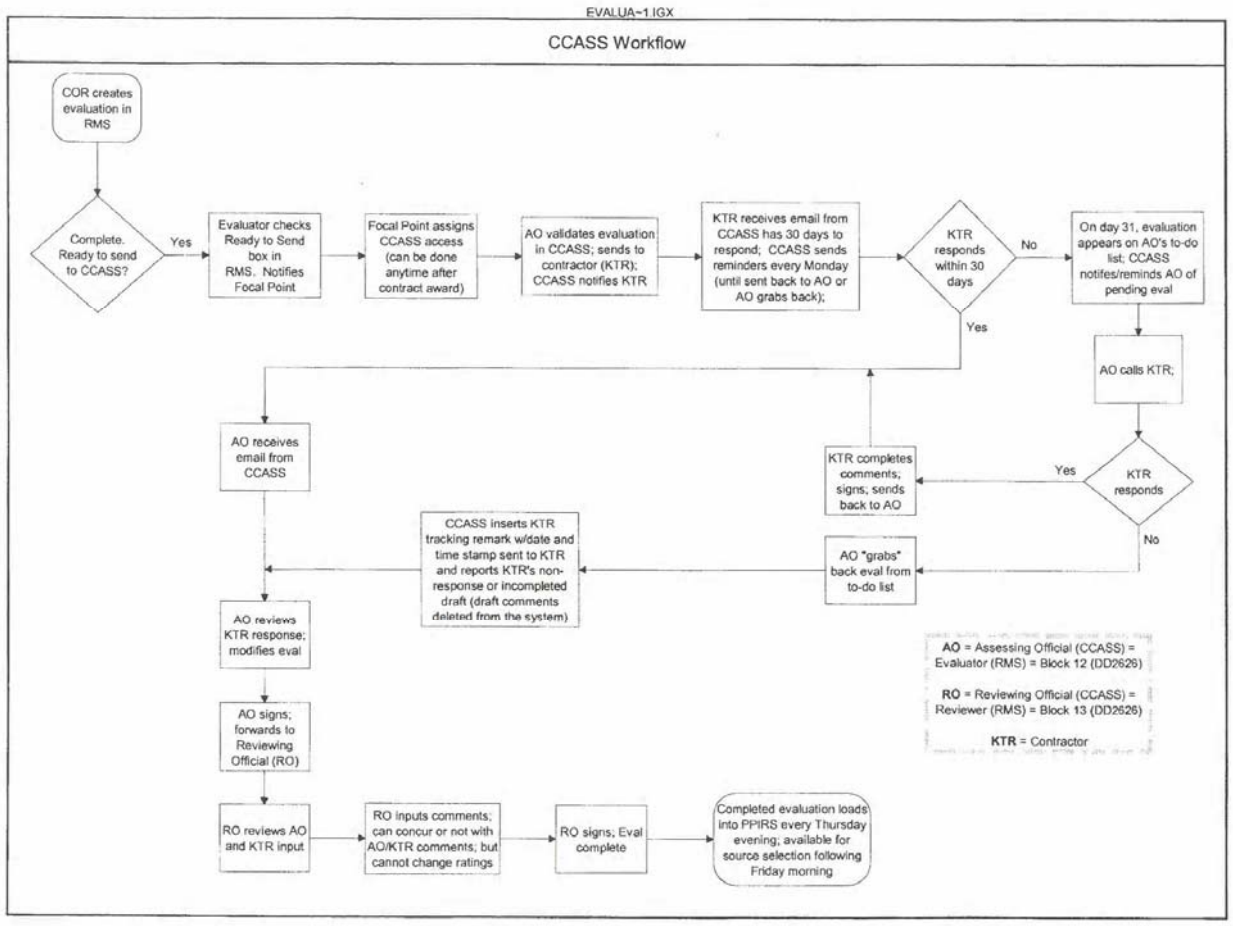
CCASS is a web-enabled application that supports the completion, distribution, and retrieval of Construction contract performance evaluations (DD Form 2626). CCASS is for UNCLASSIFIED use only. An evaluation assesses a contractor's performance and provides a record, both positive and negative, on a given contract. Each evaluation is based on objective facts and supported by contract management data, such as contract performance elements that evaluate quality, timely performance, effectiveness of management, and compliance with contract terms, labor standards, and safety requirements.

The following table shows the roles and responsibilities of the various stakeholders in the Evaluation process:

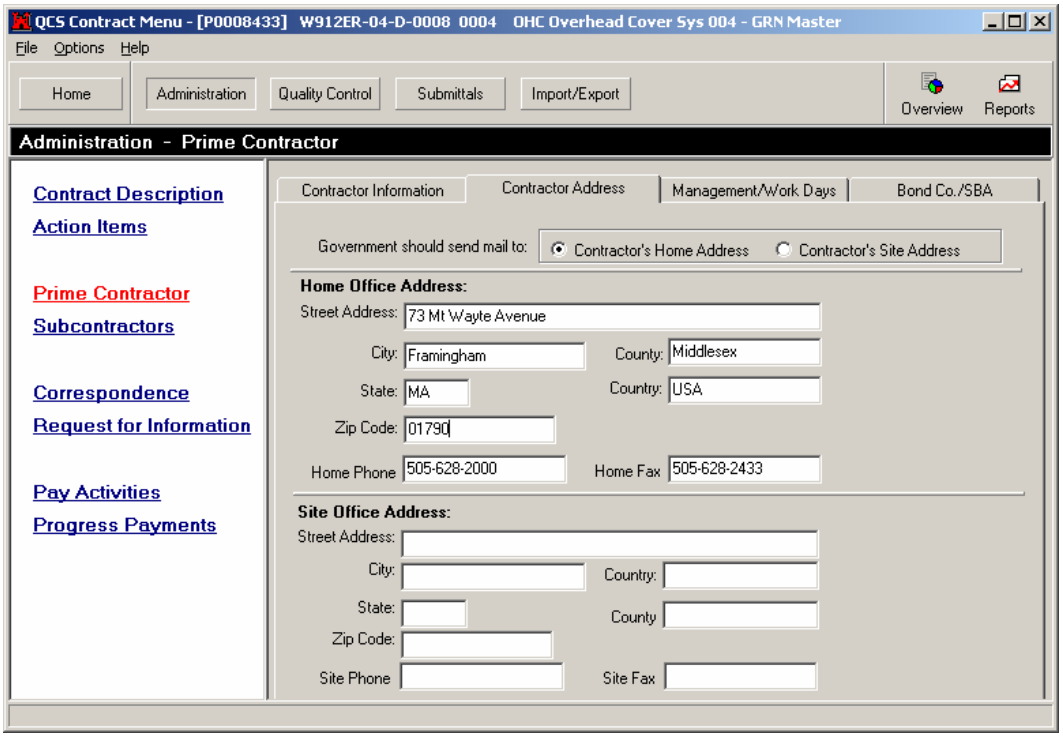
CCASS Role	DD2626 Role	Responsibilities
Focal Point	N/A	Enters users into CCASS Assigns roles (Assessing Official, Contractor Representative, Reviewing Official) to users on each contract in CCASS
Contract Data Entry	N/A	None when RMS is used to generate the evaluation
Assessing Official Representative	N/A	Drafts the evaluation in RMS; must have WRITE access to the Contractor Evaluation module in RMS Sends evaluation from RMS to CCASS Forwards draft evaluation to the Assessing Official
Assessing Official	Block 12 Evaluated By	Ensures accuracy of the draft evaluation; Transmits draft evaluation to the Contractor Finalizes evaluation after reviewing Contractor feedback Forwards completed evaluation to the Reviewing Official
Contractor Representative	N/A	Reviews forwarded draft evaluation, 30 day review period Inputs comments in CCASS Sends feedback to the Assessing Official

Reviewing Official	Block 13 Evaluation Reviewed By	Reviews completed evaluation Ensures Contractor's comments have been satisfactorily addressed Saves completed evaluation; posts to Past Performance Information Retrieval System (PPIRS)

CCASS Workflow


EVALUA~1.IGX
CCASS Workflow
COR creates evaluation in RMS
Complete. Ready to send to CCASS?
Yes
Evaluator checks Ready to Send box in RMS. Notifies Focal Point
Focal Point assigns CCASS access (can be done anytime after contract award)
AO validates evaluation in CCASS; sends to contractor (KTR); CCASS notifies KTR
KTR receives email from CCASS has 30 days to respond; CCASS sends reminders every Monday (until sent back to AO or AO grabs back);
KTR responds within 30 days
No
On day 31, evaluation appears on AO's to-do list; CCASS notifes/reminds AO of pending eval
AO calls KTR;
KTR responds
Yes
No
KTR completes comments; signs; sends back to AO
Yes
AO receives email from CCASS
AO "grabs" back eval from to-do list
CCASS inserts KTR tracking remark w/date and time stamp sent to KTR and reports KTR's non-response or incompleted draft (draft comments deleted from the system)
AO reviews KTR response; modifies eval
AO signs; forwards to Reviewing Official (RO)
RO reviews AO and KTR input
RO inputs comments; can concur or not with AO/KTR comments; but cannot change ratings
RO signs; Eval complete
Completed evaluation loads into PPIRS every Thursday evening; available for source selection following Friday morning
AO = Assessing Official (CCASS) = Evaluator (RMS) = Block 12 (DD2626)
RO = Reviewing Official (CCASS) = Reviewer (RMS) = Block 13 (DD2626)
KTR = Contractor

Contractor Address



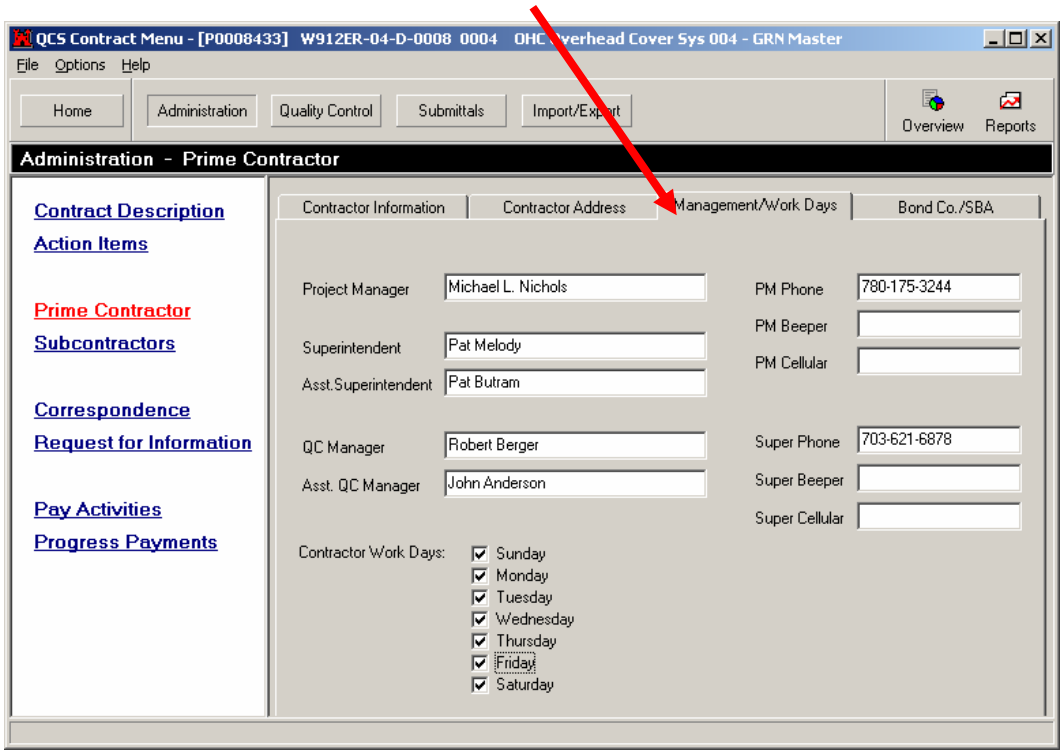
1. ***Government should send mail to*** – Select whether the Contractor's correspondence will be mailed to the HOME or SITE address of the Contractor. In most cases, the original copy of correspondence is sent to the HOME Office, with copies being given to the SITE Office. However, if you indicate that the correspondence will be mailed to the SITE address; all Government generated letters addressed to the Contractor will automatically capture that address.

It is recommended that it be established between the Contractor and the Government at the Pre-Construction Conference as to the contractors desire to have copies of outgoing correspondence provided to his field staff. Some Prime Contractors prefer that this not be done.

2. ***Home Office Address*** – Enter data as appropriate
   a. The "County" (parish/ward, etc.) is that of the Contractor's Home Office. This information is printed in Block 8 of the SF -30, Modification from.
   b. The "Country" is that of the Contractor's Home Office.

3. ***Site Office Address*** – Enter data as appropriate if mail will be sent there by the Government.

Management / Work Days



1. ***Project Manager*** – Enter the name of the Contractor's Project Manager as it appears within the Contractor's Quality Control Plan.

2. ***PM Phone/Beeper/Cellular*** – Enter the Project Manager's Telephone, Beeper and Cellular numbers in the cells provided.

3. ***Superintendent*** – Enter the Contractor's jobsite Superintendent's name as it appears in the Contractor's Quality Control Plan and the Contractor's appointment letter.

4. ***Super Phone/Beeper/Cellular*** – Enter the Superintendent's telephone, beeper and cellular numbers in the cells provided.

5. ***Assistant Superintendent*** – Enter the Assistant Superintendents name if applicable.

6. ***Quality Control Manager*** – Enter the Contractor's QC Manager (Full Name). This should match the name within the Contractor's Quality Control Plan.

7. ***Assistant Quality Control Manager*** – Enter the name of the Assistant Quality Control Manager if applicable. It should be noted that the Assistant QC Manager must have the same qualifications as the primary QC Manager, including an up-to-date CQM Certificate.

8. ***Contractor Work Days*** - This screen will be used in other areas of QCS and RMS when

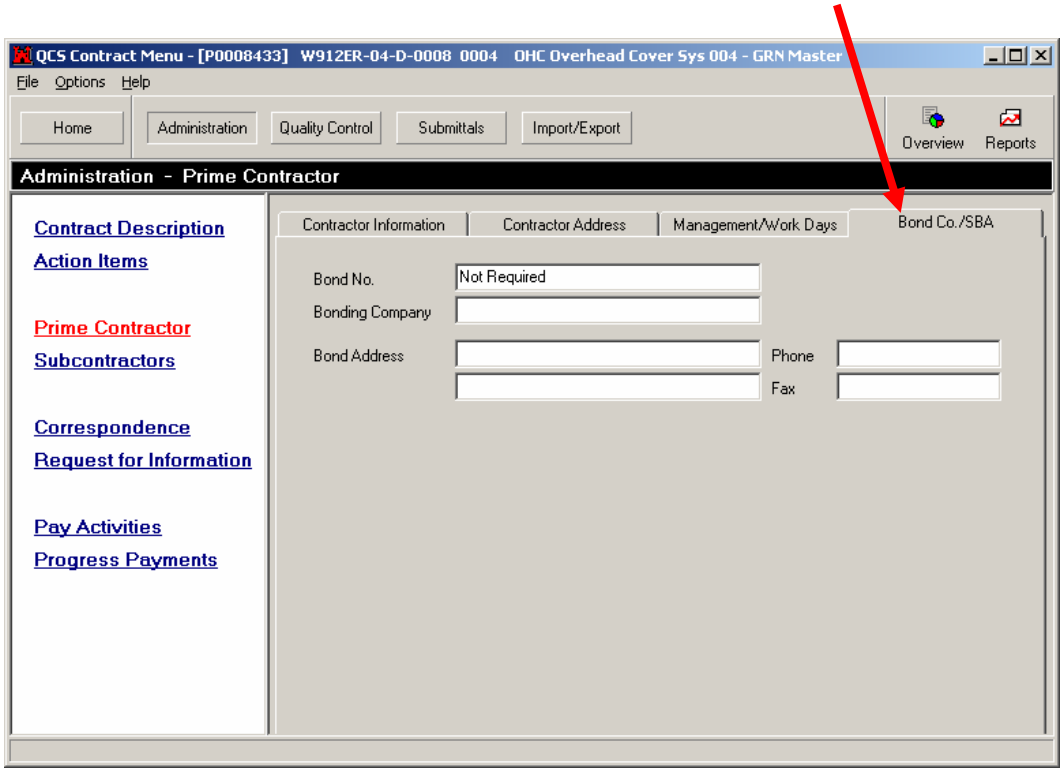
establishing time extensions granted by contract modifications, such as an extension granted due to adverse weather delays. Indicate in the definitive check boxes a “yes” or “no” for the days of the week the Contractor will NORMALLY be performing work on the jobsite. (An empty or light gray check indicates a “no”.)

For example, the work days used should match the workweek used with the NAS/CPM.

Bond Co. / SBA

Most contracts in Iraq (GRD) do not require a Surety. However, in those isolated cases that do require performance and/or payment bonds, this screen must be completed accordingly. FAR, Part 28.1 includes the requirements and FAR Clause 52.228 may be included within the contract.

Consent of Surety (is applicable) is necessary for contract Modifications exceeding certain dollar limits.



1. **Bond Number –** Enter the Bond Number as it appears on the contract Notice-to-Proceed letter or other document.

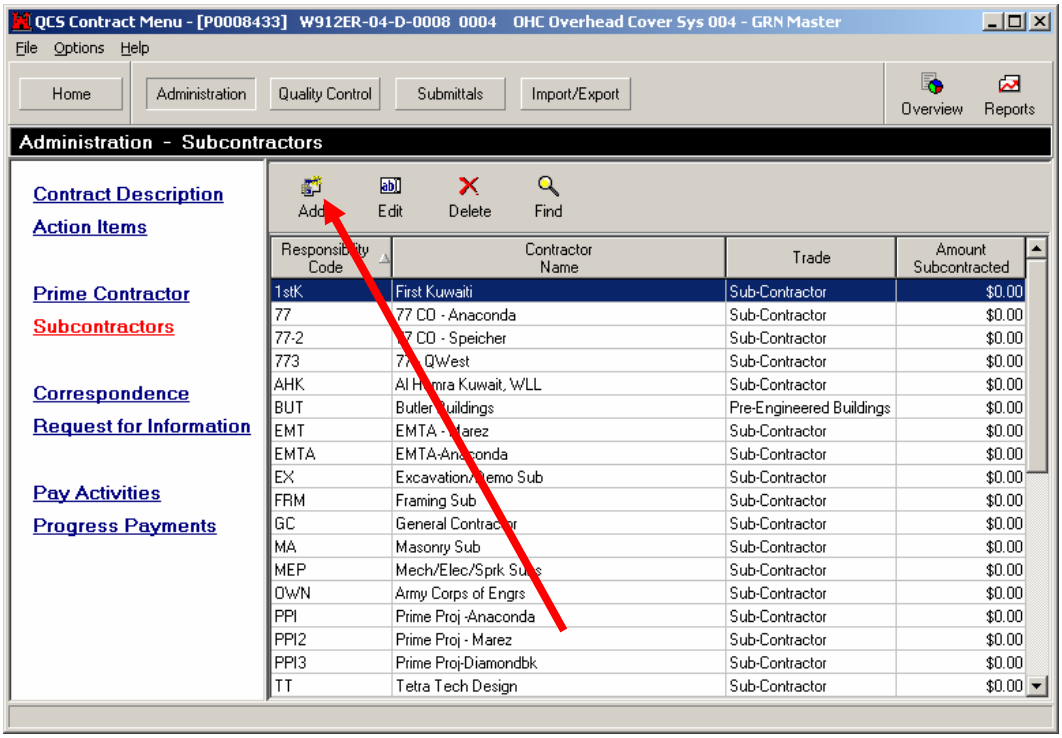
2. **Bonding Company –** Enter the name of the Bonding agency as it appears on the contract Notice-to-Proceed letter or other document.

3. **Bond Address –** Enter the address of the Bonding agency as it appears on the contract Notice-to-Proceed letter or other document.

4. **Phone –** Enter the telephone number of the Bonding agency.

5. **Fax –** Enter the fax number of the Bonding agency.

Subcontractor Data



Push the **Add** button to add new Subcontractors, or the **Edit** button to edit information on an existing Subcontractor.

The subcontractor entry is an essential part of the QCS and RMS programs, for example:

1. Attaching a subcontractor to each activity links submittal items to the subcontractor.

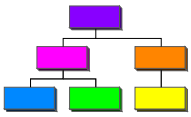
2. Subcontractor information such as Amount of Subcontracted Work and Small Business data is gathered and used in various reports.

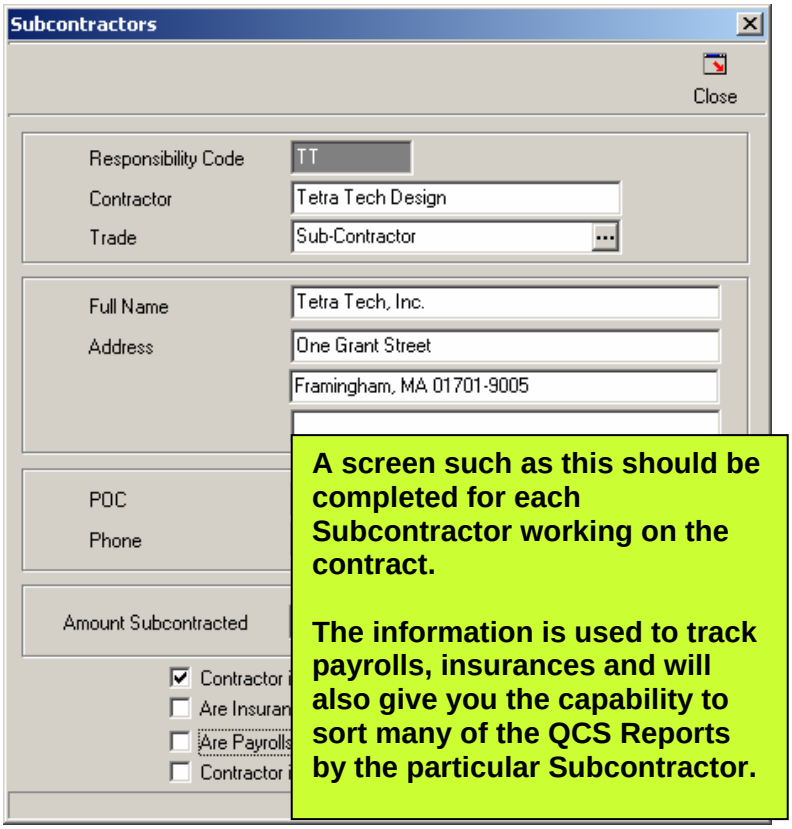
3. With the subcontractor attached to activities, QCS and RMS know who has related responsibilities for Preparatory and Initial Inspections.

4. Without the subcontractor data, daily Labor Hours cannot be posted in the Daily Quality Control Report.

5. Subcontractor deficiencies are noted on the Pay Estimate Worksheet.

6. A listing of Subcontractors may be provided to the User at the conclusion of the contract for Warranty of contacts.





1. ***Responsibility Code*** – This code must match the Prime Contractor's scheduling package if one is being used. It must be unique and cannot be assigned to any other subcontractor for this contract. An alpha/numeric identifier is almost always used within a commercial scheduling package, such as *Primavera*, and can easily be imported into the QCS and RMS programs. The Prime Contractor's code must always be equal to **PRIM** and cannot be assigned to any other contractor.

2. ***Contractor*** – Enter an abbreviated name of the Subcontractor. This is used for simple reports and screens throughout the QCS and RMS programs.

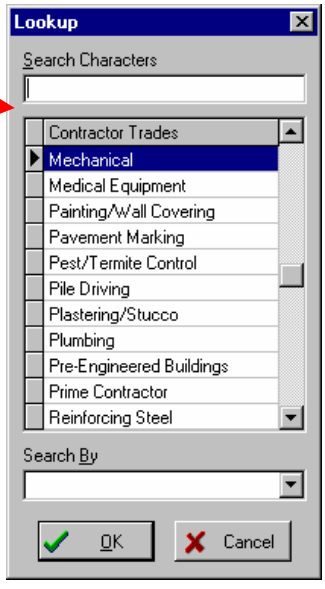
3. ***Trade*** – Use the lookup to select the MAJOR Trade represented by this Subcontractor.

4. ***Full Name and Address*** – Enter the Subcontractor's full name and office address, as you want it to appear on various QCS and RMS reports and contract documents.

5. ***POC*** – Enter the primary Point-Of-Contact at the Subcontractor home office. This name will be used for reporting Warranty issues at the conclusion of the contract.

6. ***Phone*** – Enter the Subcontractor's home office telephone number.

7. ***Fax*** – Enter the Subcontractor's home office fax number.



8. ***Amount Subcontracted*** – This amount should agree with the contractor Activity distribution within the construction schedule of values. The requirement to provide the amount of the Subcontract is a clear contract requirement and is used to show compliance to the **Prompt Payment Act**, among other things. The precise reference for this requirement can be found at

   http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3456

NOTE: Amounts are ONLY to be entered for the 1st Tier Subcontractors. Otherwise, RMS will total the amount twice for reports, such as the DD Form 2626. The amounts also appear on the Prompt Payment Certificate. Prime Contractors most often do not have access to the amount of any subcontracts beyond which they themselves initiate.

If you are entering information on a Second Tier Sub, check the box at the bottom of the window and the "Amount Subcontracted" entry will disappear

9. ***Contractor is a Small Business*** – Check this box if appropriate. This will be used to track your success in meeting your small business goals.

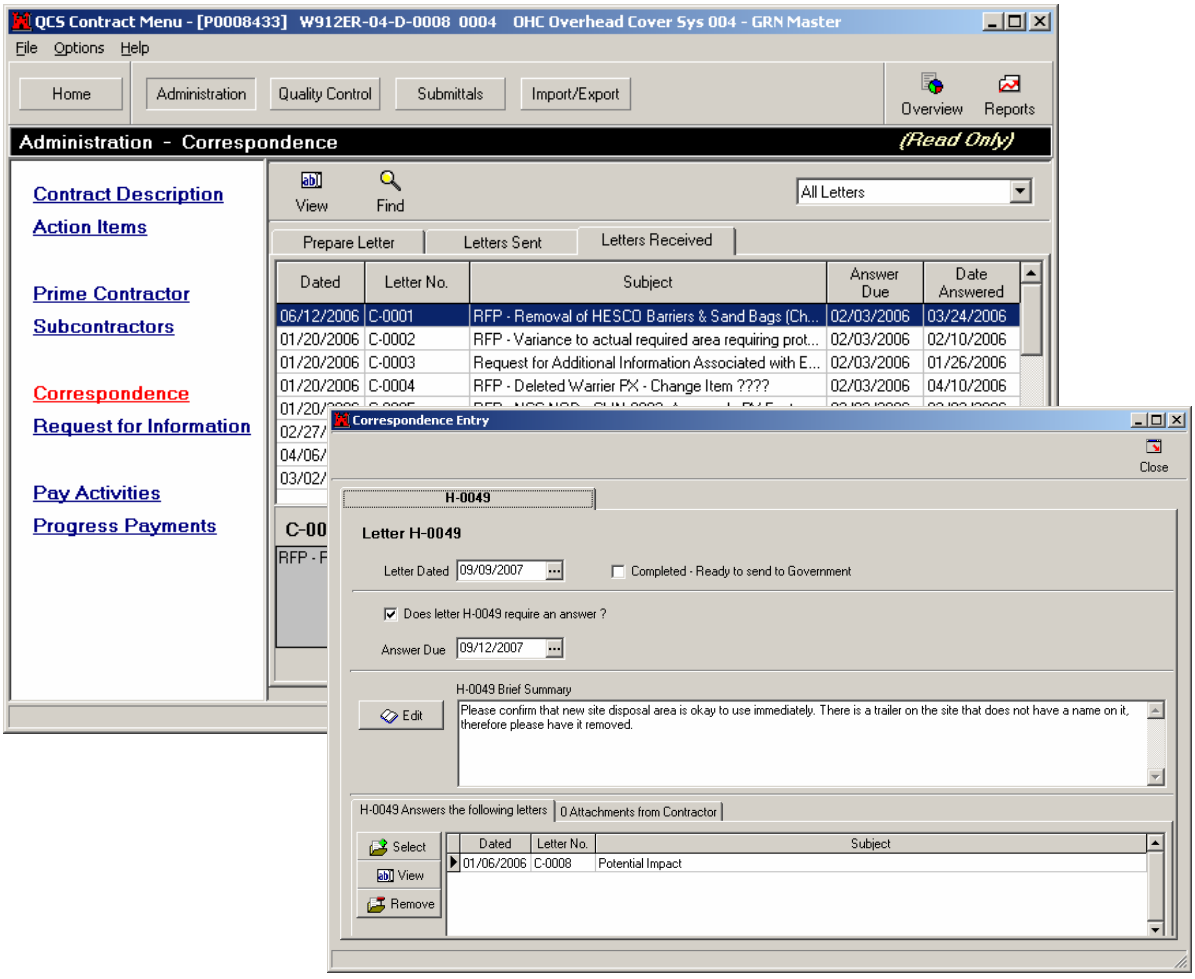
Correspondence

This module will allow the Contractor and Government to exchange correspondence letters within QCS and RMS. In addition, they will be able to include file attachments to the letters. The letters that will be able to be sent will include contractor Home (H-###) and Site (S-####) letters. Basically, the contractor will be able to designate a remote QCS to be either Site or Home using the current check out scheme. The Government will accept the 'first' answer to a particular letter from either the H or S office and will ignore subsequent answers. Also, the Government will be able to generate both RFP- and C- letters to send to the Contractor. The generated letters are able to be answered by either the QCS Home or the QCS Site office.

The new feature operates very similar to the existing RFI modules.

When the letter is completed in QCS, you must check the ***Completed – Ready to Send To Government*** box. The screen will then be read only and once you export the letter to RMS you will not be able to make changes. The Government, via RMS, will respond (answer) the letter and these processes move the letter from Tab to Tab.

The choice to use the new feature must be indicated in the RMS **Contract Setup**, the same as the RFI feature is presented. Once the Contractor is designated to enter the Correspondence, the RMS User will not be able to perform manual entry to the received correspondence.



Requests for Information (RFI's)

During the course of the contract it is often necessary to obtain clarification, guidance, or interpretation on certain aspects of the contract. This can include the written documents (specifications), plans (contract drawings), or interpretation and application of the contract as a whole. Yes, you can still use the traditional (formal) method of creating letters and waiting for the Government to respond to your query. Or, you can utilize QCS to handle the transfer of information between you and the Government.

The **Request for Information (RFI)** module in QCS and RMS allows the contractor to request clarification of contract information thru the RMS/QCS interface. The RFI is transmitted between RMS and QCS using the import/export function.

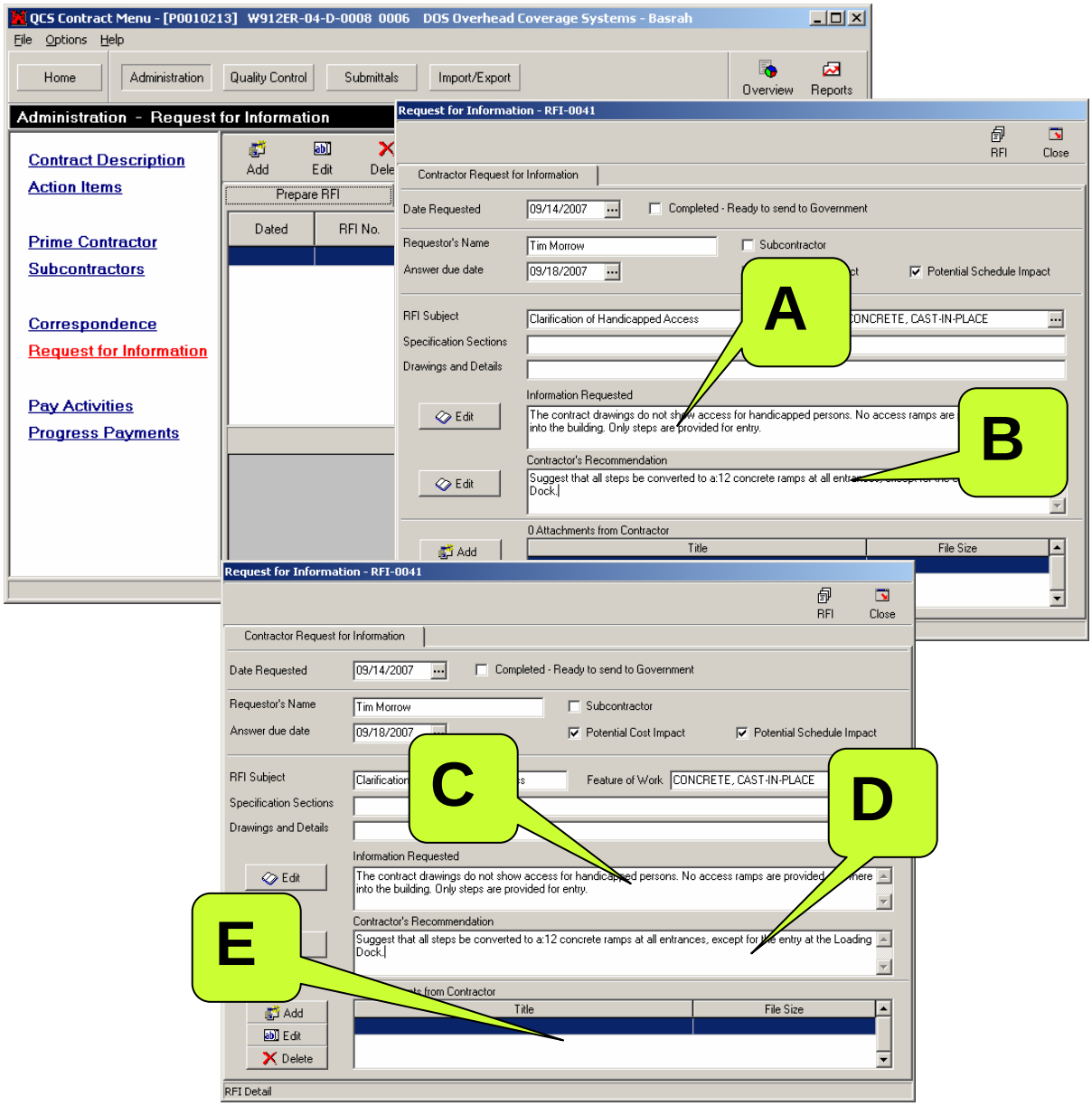
Prepare RFI

The contractor prepares the RFI in QCS. When the Contractor checks that it is completed, the RFI is then submitted to the Government and includes the following key items:

- **Information requested**
- **Date response Required**
- **Contractor's Recommendation**
- **Will the result in a cost or schedule impact to the contract?**
- **Attachments from Contractor such as contract drawings, sketches, or photos**

RFI Screen

When the **Completed – Ready to send to Government** check box is populated, the RFI will export to the Government during the next data exchange. The information will then become “READ ONLY” and cannot be changed.



The information elements on the screen are self-explanatory, but some comments will be offered here nonetheless.

A. If the RFI is generated as a result of a Subcontractor, check the

appropriate box. A lookup will then appear on which to select the particular Subcontractor.

B. When the result of the RFI is anticipated to impact the cost or time growth of the contract, you should advise the Government accordingly. It may very well end up with no impact, but it is important to give your opinion at the beginning of the RFI process. If the Government concurs they should issue a Request for Proposal (Change Request) to modify the contract.

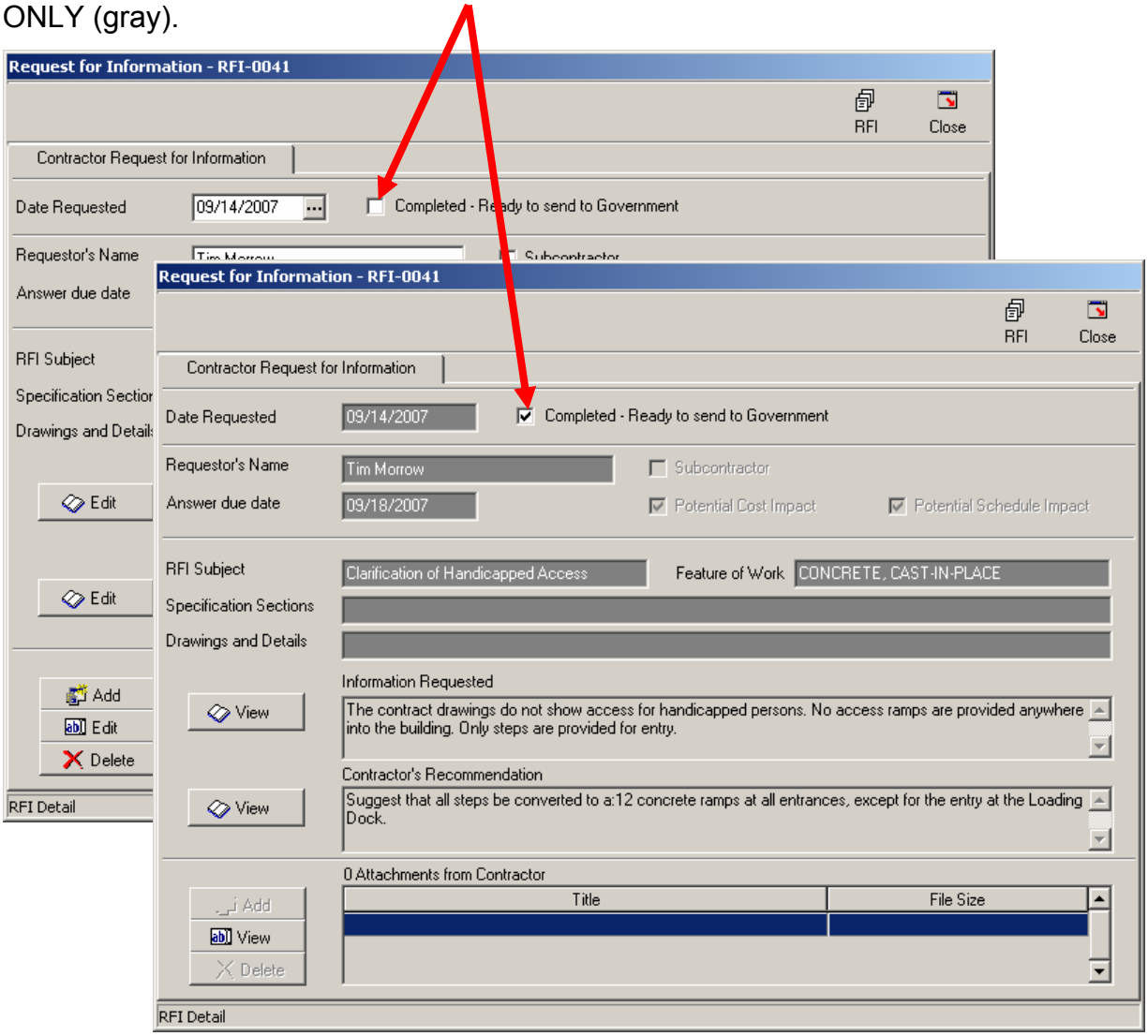
C. Provide as much explanation of the RFI as you can. This will usually expedite the response from the Government.

D. If you have a recommendation for the RFI to be resolved, chances are it will make sense and the Government will consider it carefully. You, as the Contractor, are typically in a better position to give an opinion on the impact of the RFI as it is handled in different ways.

E. As appropriate, the attachment of drawings, Excel spreadsheets, and photos would be helpful to clarify your inquiry. A word of caution here is needed: WATCH THE SIZE of your photographs. Reduce them in size to less than about 150kb if at all possible.

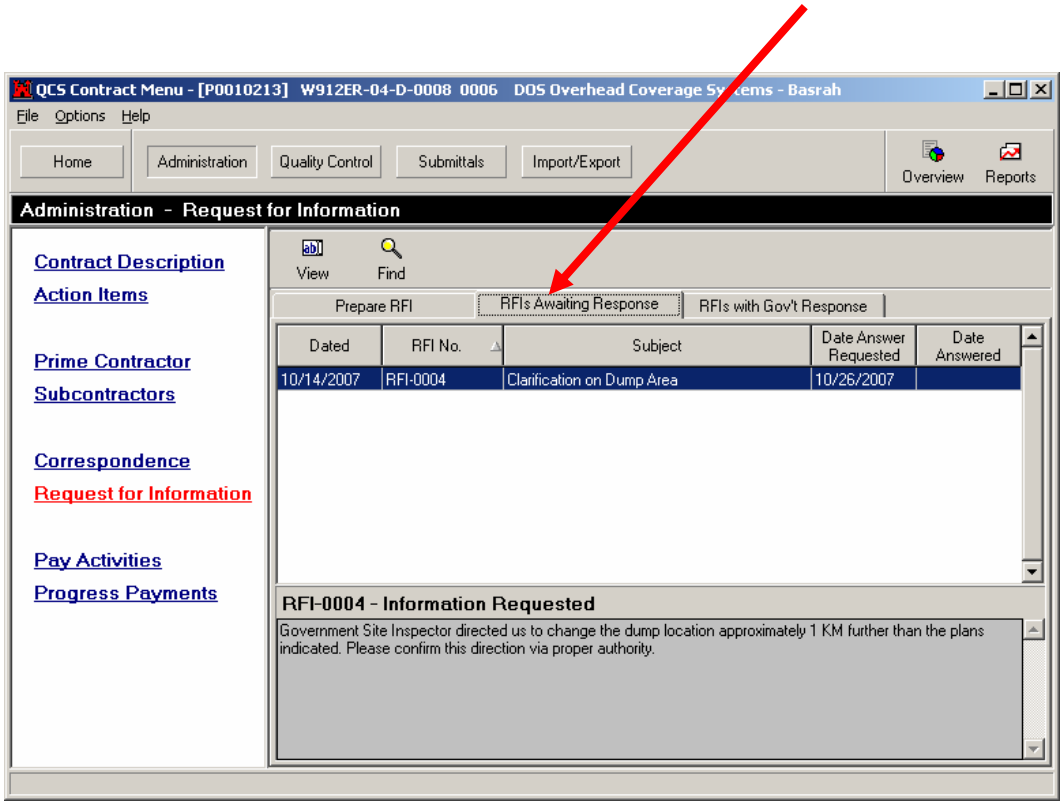
Example of the RFI Process

An RFI is prepared as above. Check the **Completed** box when done and it will become READ ONLY (gray).



Awaiting Response from Government on RFI

The administration screen will then indicate your RFI as “awaiting response”.

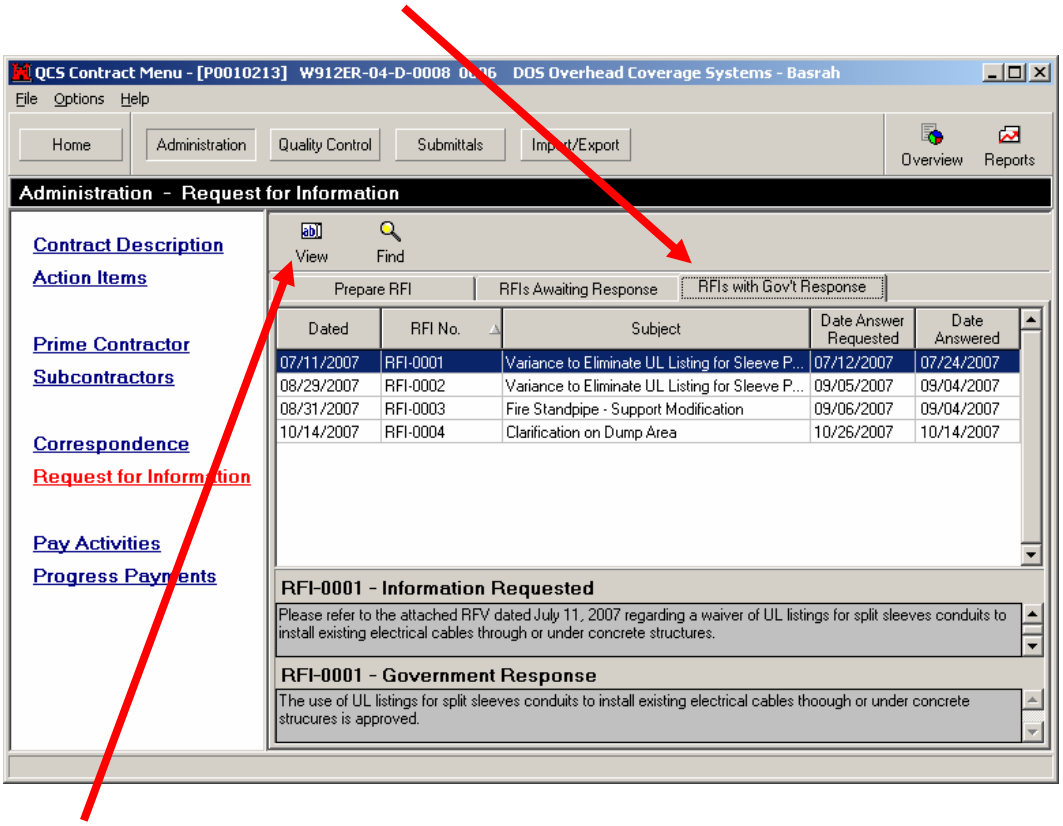


Export Daily QCS Update to the Government

The next step is to export a Daily QCS Export to the Government. Once the Government responds to your RFI, they should send an export from RMS to you that will contain the response. When the Government imports the QCS file it the RFI will be flagged for their acknowledgment.

RFI with Government Response

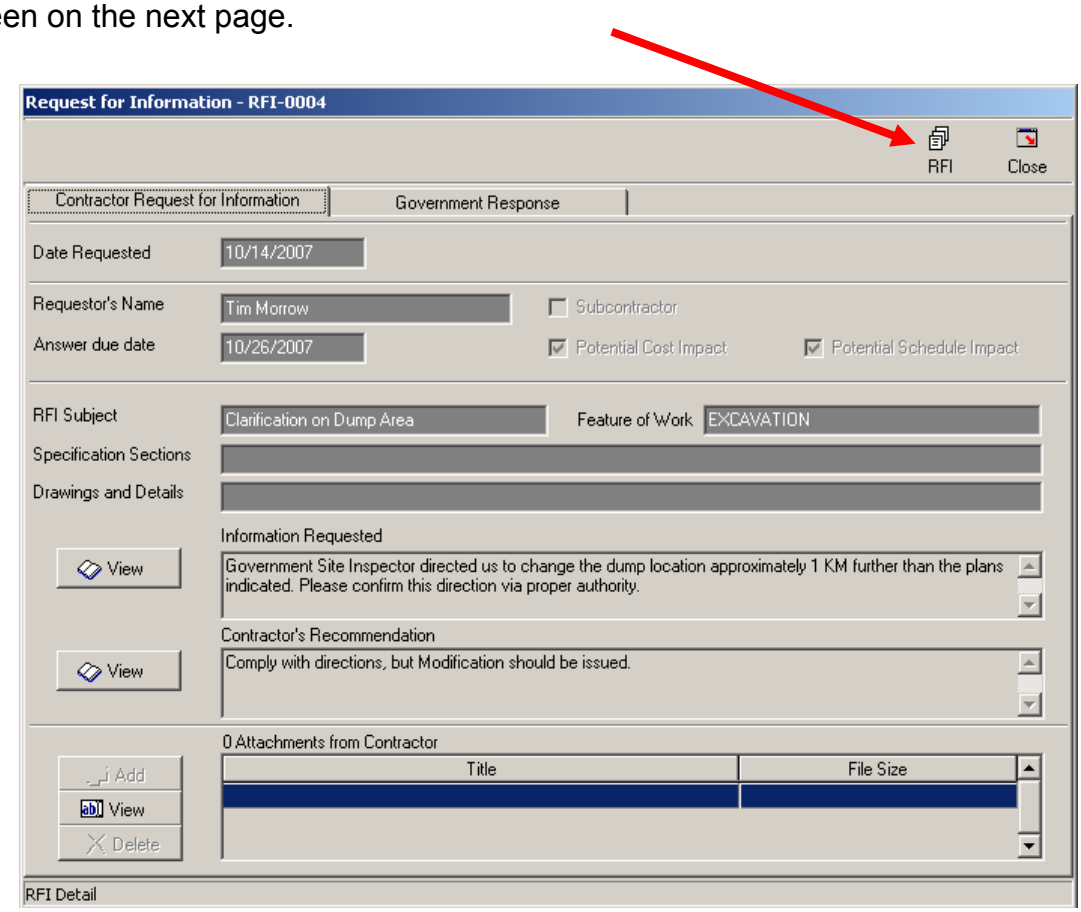
The QCS Request for Information screen will show any RFI that have been responded to by the Government. You are able to see the RFI status at the bottom of the screen in the scrolling windows.


QCS Contract Menu - [P0010213] W912ER-04-D-0008
DOS Overhead Coverage Systems - Basrah
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Administration - Request for Information
Contract Description
Action Items
Prime Contractor
Subcontractors
Correspondence
Request for Information
Pay Activities
Progress Payments
View
Find
Prepare RFI
RFIs Awaiting Response
RFIs with Gov't Response
Dated
RFI No.
Subject
Date Answer Requested
Date Answered
07/11/2007 RFI-0001 Variance to Eliminate UL Listing for Sleeve P... 07/12/2007 07/24/2007
08/29/2007 RFI-0002 Variance to Eliminate UL Listing for Sleeve P... 09/05/2007 09/04/2007
08/31/2007 RFI-0003 Fire Standpipe - Support Modification 09/06/2007 09/04/2007
10/14/2007 RFI-0004 Clarification on Dump Area 10/26/2007 10/14/2007
RFI-0001 - Information Requested
Please refer to the attached RFV dated July 11, 2007 regarding a waiver of UL listings for split sleeves conduits to install existing electrical cables through or under concrete structures.
RFI-0001 - Government Response
The use of UL listings for split sleeves conduits to install existing electrical cables thoough or under concrete strucures is approved.

Push the **View** button to access the RFI report.

View RFI Report

The RFI button is available during all stages of the RFI process. The report can be exports and saved as with any other report within RMS. The example report can be seen on the next page.



Individual RFI Report

US Army Corps of Engineers	REQUEST FOR INFORMATION REPORT (RFI)	RFI NO. RFI0004	PAGE NO. Page 1 of 1
CONTRACT NO. W912ER-04-D-0008 0005	CONTRACT TITLE 005 Overhead Coverage Systems - Basrah	PRIME CONTRACTOR Perini Corporation	

Contractor's Request for Information

REQUESTED BY:	DATE REQUESTED:	DATE ANSWER REQUIRED:	
Tim Morrow	October 14, 2007	October 25, 2007	Potential Cost Impact [Yes] Potential Schedule Impact [Yes]

RFI SUBJECT: Clarification on Dump Area

FEATURE OF WORK: EXCAVATION

INFORMATION REQUESTED:

Government Site Inspector directed us to change the dump location approximately 1 KM further than the plans indicated. Please confirm this direction via proper authority.

CONTRACTOR RECOMMENDATION:

Comply with directions, but Modification should be issued.

Government Response

ANSWERED BY: ROBERT R. RACE	DATE RECEIVED:	DATE ANSWERED:
TITLE: ACO	October 14, 2007	October 14, 2007

GOVERNMENT RESPONSE TO CONTRACTOR:

Concur with directions. A modification is being processed. You are directed to proceed as instructed in the field.

NOTE: THE RFI SYSTEM IS INTENDED TO PROVIDE AN EFFICIENT MECHANISM FOR RESPONDING TO CONTRACTOR'S REQUESTS FOR INFORMATION. IT DOES NOT PROVIDE AUTHORITY TO PROCEED WITH ADDITIONAL WORK. IF THE CONTRACTOR CONSIDERS THE RFI RESPONSE A CHANGED CONDITION, PROVIDE WRITTEN NOTICE TO THE CONTRACTING OFFICER'S REPRESENTATIVE IN ACCORDANCE WITH CONTRACT PROVISIONS.

RFI FORM

Summary RFI Report (From Report Menu)

US Army Corps of Engineers

All Requests for Information

14 Oct 2007

DDS Overhead Coverage System s - Basrah
W912ER04-D0008 0008

BASRAH RESIDENT OFFICE

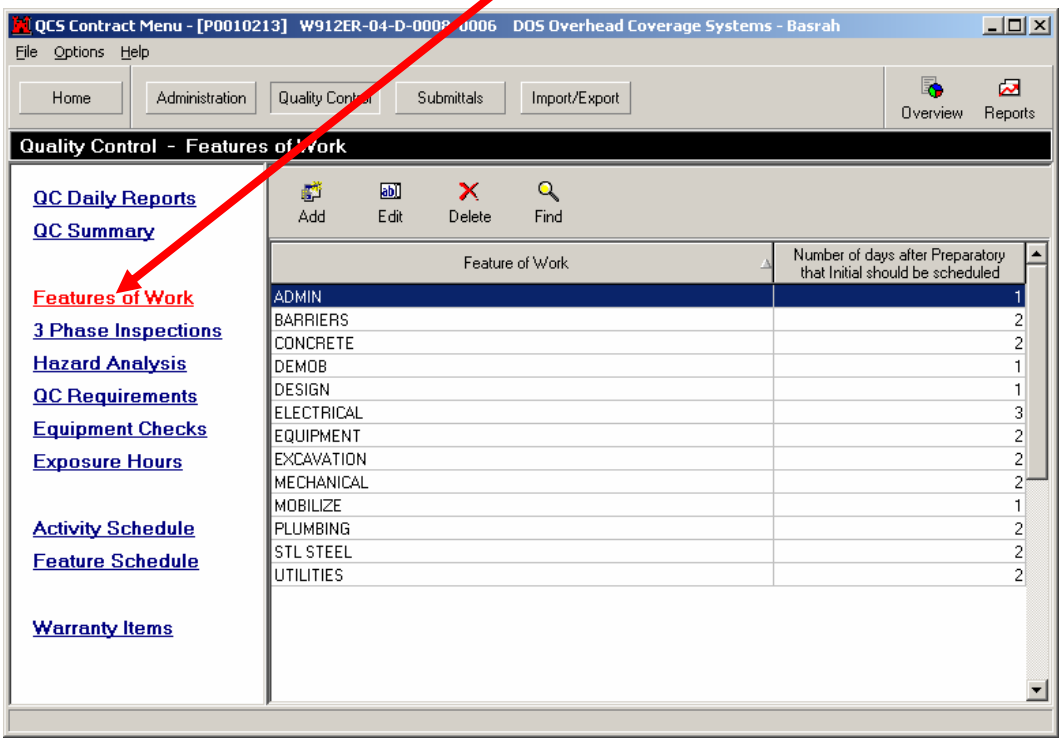
RFI No.	Date Requested Date Received	Answer Required Date Answered	Requester's Name Answer Prepared by	Mod Required ? Change No.	RFI Subject - Information Requested Government Response
RFI-0001	07/11/2007 06/25/2007	07/12/2007 07/24/2007	Frederick Scarborough PE CHARLES H. GUTIERREZ	N/A N/A	INFORMATION REQUESTED: Variance to Eliminate UL Listing for Sleeve Penetration - Please refer to the attached RFV dated July 11, 2007 regarding a waiver of UL listings for split sleeves conduits to install existing electrical cables through or under concrete structures is approved. Perini respectfully requests that TAC review and consider this waiver. GOVERNMENT RESPONSE: The use of UL listings for split sleeves conduits to install existing electrical cables through or under concrete structures is approved.
RFI-0002	08/29/2007 08/31/2007	09/05/2007 09/04/2007	Frederick Scarborough	N/A N/A	INFORMATION REQUESTED: Variance to Eliminate UL Listing for Sleeve Penetration - Response to RFI #1 indicated that TAC approved the waiver to eliminate the UL Listing for split sleeve elec. conduits, yet indicates that the listing is still necessary. Perini Respectfully requests clarification to exactly what has been approved in RFI #1. Please refer to the attached highlighted response in RFI #1. GOVERNMENT RESPONSE: The use of split sleeve electrical conduits is approved. The inclusion of "UL listing" in the previous RFI was error and is not required.
RFI-0003	08/31/2007 08/31/2007	09/05/2007 09/04/2007	Frederick Scarborough	N/A N/A	INFORMATION REQUESTED: Fire Standpipe - Support Modification - Information Requested: Attached are two (2) Perini Internal RFI's requesting approval to modify how the Dry Fire Standpipe System is supported from the OCS structure. Essentially the modifications consists of the following: 1) Supporting the standpipe directly from the metal deck/e-glass to eliminate a conflict between the pipe and OCS columns at CLIN's 26 and 27. This modification has been reviewed and approved by ERDC (Bill Heard), see attached confirming e-mail, and Butler Manufacturing Co (Butler). 2) Utilize a brace connection bolt hole to both support the standpipe and eliminate a beam clamp conflicted with the brace connection. This modification has been reviewed and approved by Butler. GOVERNMENT RESPONSE: TAC concurres with the recommendations of ERDC. TAC also concurres with the support method approved by Butler.
RFI-0004	10/14/2007 10/14/2007	10/20/2007 10/14/2007	Tim Morrow ROBERT R. RACE	N/A N/A	INFORMATION REQUESTED: Clarification on Dump Area - Government Site Inspector directed us to change the dump location approximately 1 KM further than the plans indicated. Please confirm this direction via proper authority. GOVERNMENT RESPONSE: Concur with directions. A modification is being processed. You are directed to proceed as instructed in the Field.

Range: All Status: All — Sort: RFI No.

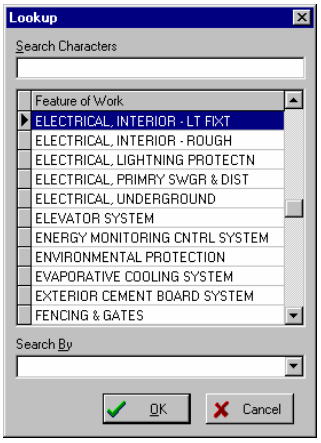
Page 1 of 1

QC Planning Data

The next area of contract planning activities can be found under **Quality Control,** and includes the Features of Work, 3 Phase Inspections, Hazard Analysis, QC Requirements, and Equipment Checks as required by the contract.



Features of Work



In accordance with the terms of the contract, the *Definable Features of Work* is required to be listed in the contractors' Quality Control Plan. Using the QCS program to create that list is an easy way for the Contractor to meet that requirement. However, even more important, **Features of Work** are tied to the contractor's pay activities providing both the Government and the Contractor invaluable information.

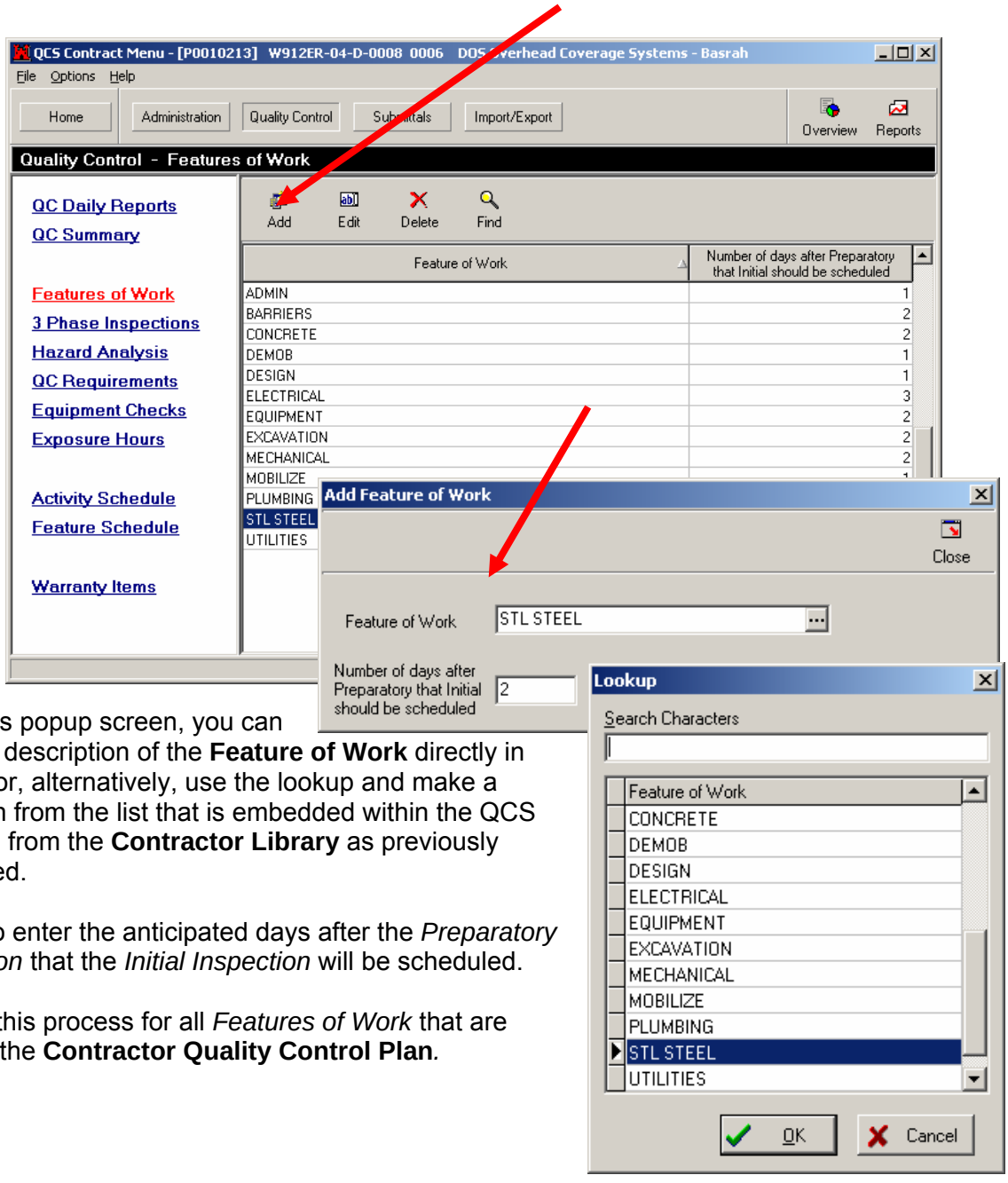
Features of Work are considered to be *general* categories of construction work that are referenced in the contract documents. A feature can be thought of as a phase of work requiring a separate *Preparatory Inspection* (typically, there is usually at least one for every technical specification section, with many having multiple). **It is important that both the Contractor and**

the Government have a clear understanding of the exact type of work the Feature of Work represents.

Contract Menu – Features of Work

This is the entry point for the contractor **Features of Work,** as is required by the contract. The contractor is responsible to ensure that the features selected represent the work required by the contract and are addressed within his Quality Control Plan.

Push the **Add** button to add the necessary features of work.



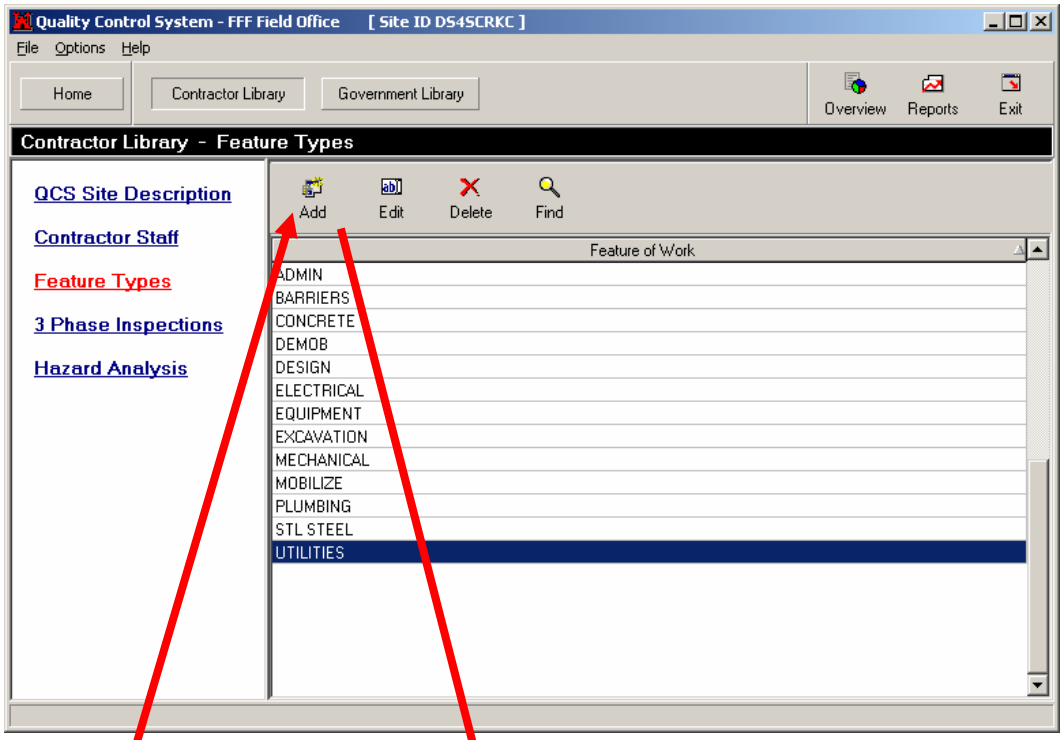
From this popup screen, you can type the description of the **Feature of Work** directly in the cell or, alternatively, use the lookup and make a selection from the list that is embedded within the QCS program from the **Contractor Library** as previously discussed.

You also enter the anticipated days after the *Preparatory Inspection* that the *Initial Inspection* will be scheduled.

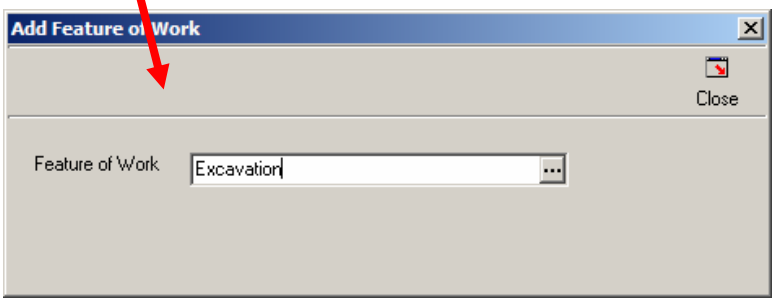
Repeat this process for all *Features of Work* that are listed in the **Contractor Quality Control Plan**.

Features of Work from the Contractor Library

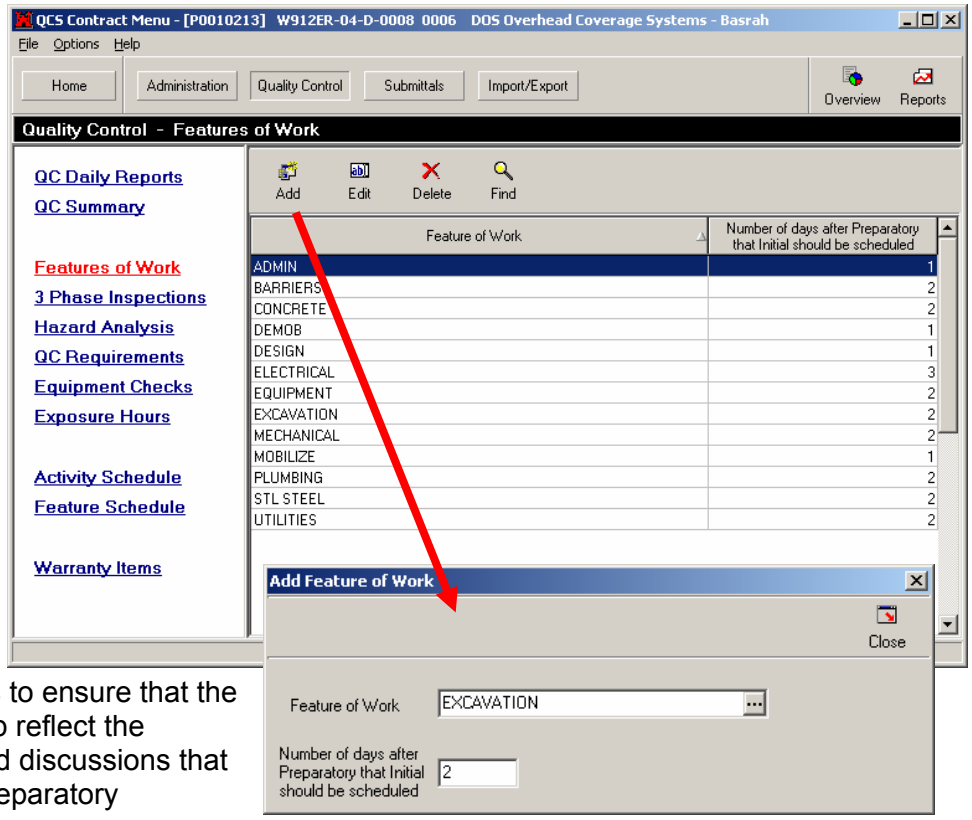
In order to facilitate adding and describing **Features of Work** only one time, you may enter them in the Contractor Library, and then utilize them by using the lookup on all of your QCS contracts.



Select the **Add** button and enter your desired Feature of Work to be included in your Library.



Features of Work from the Contract Level



From within a Contract you can now press the **Add** button to select a **Feature of Work** that was previously entered in your Library. The planned number of days between the Preparatory and Initial Inspection should be carefully selected. The Initial Inspection always takes place following the Preparatory Inspection, but AFTER a representative sample of the work has been placed. This is to ensure that the quality and workmanship reflect the agreements reached and discussions that took place during the Preparatory Inspection meeting.

Within QCS and RMS, **Features of Work** are linked to three phase inspection checks. As such, **Features of Work** are an integral part to the power of the QCS *Inspection Check Sheets* and should be considered quite carefully.

The contractor will later attach (link) each pay activity to one of the **Features of Work**. Such pay activity can be linked to only a single feature. Yet, features can contain many pay activities.

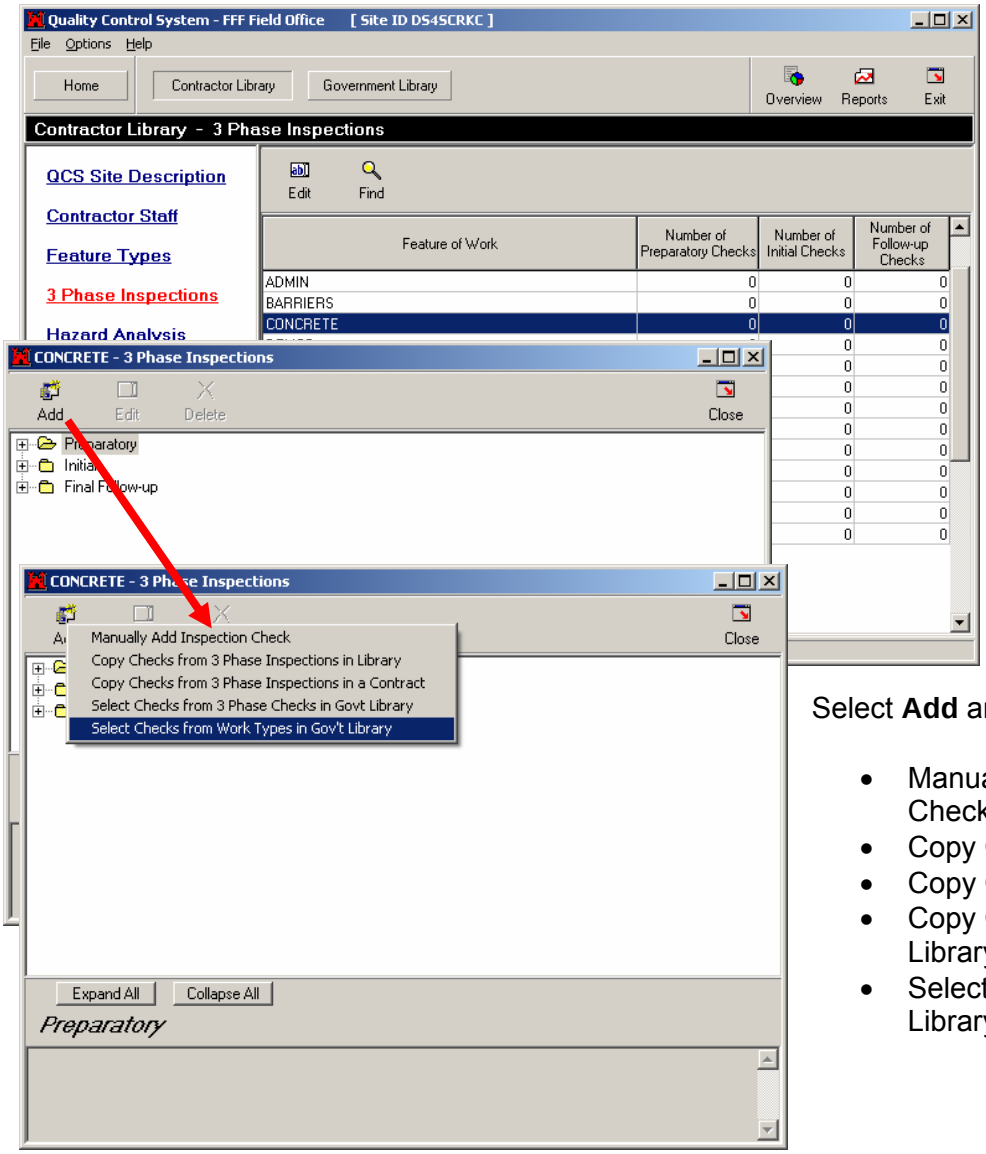
3-Phase Inspections

The *3-Phase Inspections* within this QCS program, and the Government RMS program, utilize checks that are numbered, generally following the **CSI** specification format. The CSI-based numbering system is used in such references as *Sweets Catalogs, MEANS Estimating Books, Military Specifications,* and so forth. This is done in QCS and RMS to categorize various comments and items where they can easily be remembered and found and to minimize duplication of comments in various areas.

3-Phase Checks in Contractor Library

Building your Contractor Library using 3-Phase checks can be quite a time saver. You can then simply copy them from the library to any number of contracts. Although you can also add 3-phase checks at the contract level, the library approach will pay the biggest dividends in time and effort saved. The checks you add at the contract level will not be included in your library entries unless you specifically copy them to the library.

You will begin by selecting a **Feature of Work** and hitting the **Edit** button, or double mouse-click the desired item.



This will be followed by a screen that you will add your checks to. The 3-phase inspection process is conducted at the Preparatory, Initial, and Final Follow-up

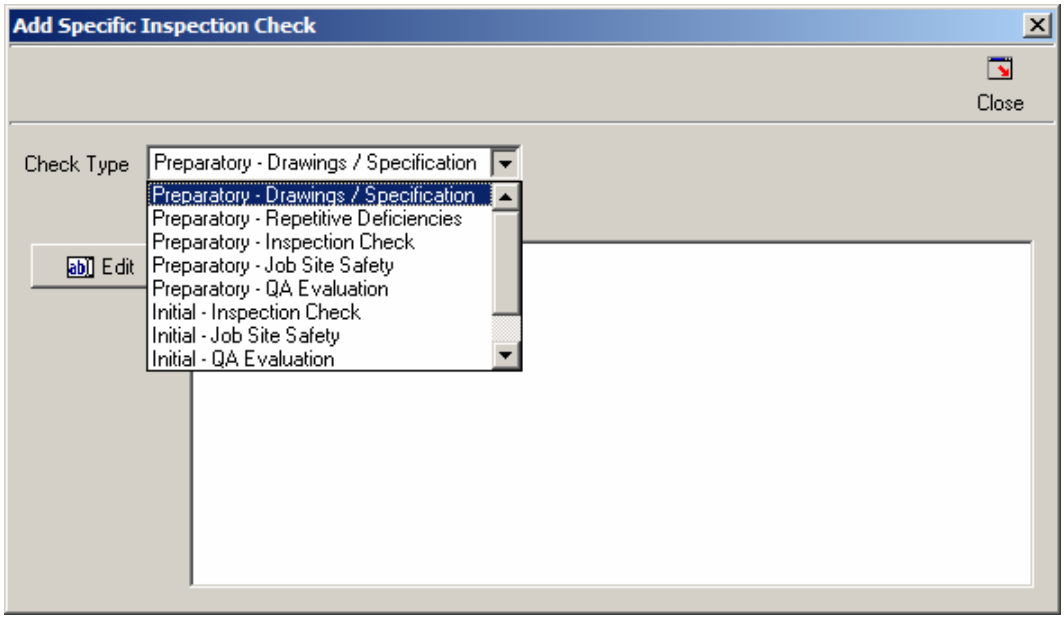
Select **Add** and note your choices:

- Manually Add Inspection Check
- Copy Checks in Library
- Copy Checks in a Contract
- Copy Checks in Gov't Library
- Select Types in Gov't Library

Manually Add Inspection Check

You would use this selection when you want to create checks based on your own, or company, knowledge or experience. The entries will be new and not included in other libraries. The checks you enter here should not be specific to any particular contract, but should be able to be used across many different contracts.

When you choose to add checks manually you will be presented with the following screen on which to record your check.



You first need to use the drop-down menu to select the type of check you wish to enter. This will determine when the check appears for your 3-phase inspections, and on what part of the Checklist is will become a part of.

> **Note:** items listed under the heading "**Preparatory**" are discussed prior to work taking place, during a meeting with the appropriate Foremen, subcontractors, key workers, etc. Items listed under the heading "**Initial**" are relevant after work has proceeded and a representative sample of the work is in place and can be observed. The items under "**Final Follow-up**" become important after the work is completed and should verify that the end product complies with the terms of the contract and that the items discussed at the preparatory and initial meetings were adhered to.

- Preparatory – Drawings/Specifications

  Comments entered here should pertain to typical drawing details, symbols, etc, or to basic specification (Guide Specifications) items that would apply to many different contracts and types of contracts. For example, you might want to point out that Civil

Drawings should be checked for proper contour lines or stations and that these have been coordinated with your excavation activities.

- Preparatory – Repetitive deficiencies

  The repetitive deficiencies that you, or your company, have experience in the past are a good thing to include so you will recognize that they may become an issue and remind your staff to pay particular attention to some detail or practice. These items can come from your records of previous contracts, or even magazine articles you may come across.

- Preparatory – Inspection Check

  Here is where you might wish to remind your QC staff, and other trades, to LOOK (inspect) a particular item before proceeding with the next phase of the construction process. For example, for concrete formwork, you might enter a comment to “inspection of forms will be necessary to verify that they are properly constructed and provide adequate clearance for reinforcing steel prior to placement of concrete”.

- Preparatory – Job Site Safety

  Safety is always important and there are many things that can be entered here. Such things as reminding workers to ensure proper Personal Protective Equipment (PPE) is available and should be used. You might wish to specifically point out items to check on scaffolding as it is erected, or being erected. Or, verify that proper tie-off measures are being used by roofers, and so forth.

- Preparatory – QA Evaluation

  This is an area for the Government Quality Assurance Representative (Government Inspector) to write in their evaluation of how well you performed your 3-Phase inspection process. The comments are typically added after the contractor turns in the Daily Report and attachments and may be used in considering the Contractor’s overall Performance Evaluation at the end of the contract.

- Initial – Inspection Check

  After work has begun you will want to point out items that should be verified prior to proceeding beyond the point-of-no-return. This will assist in avoiding tear-out or less than satisfactory work or procedures. You may re-emphasize what was discussed at the Preparatory meeting to ensure the agreements and cautions are being implemented.

- Initial – Job Site Safety

  Here is where you will want to add comments to specifically check out particular safety items, practices, equipment, certifications, and so forth.

- Initial – QA Evaluation

Again, this is an area for the Government Quality Assurance Representative to make their comments on the effectiveness and success of the Contractors' 3-Phase Inspection process.

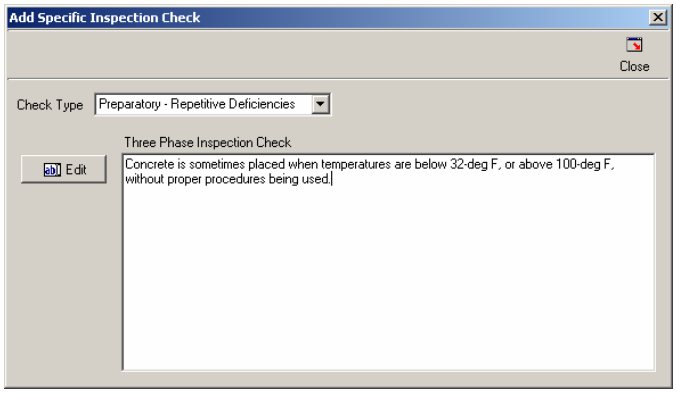
- Final Follow-up – Inspection Check

  You will want to make entries that will evaluate the final product or procedure. For example, you might wish to add "Perform straight-edge test on all sidewalks to verify that 1/8-inch tolerance has been provided."

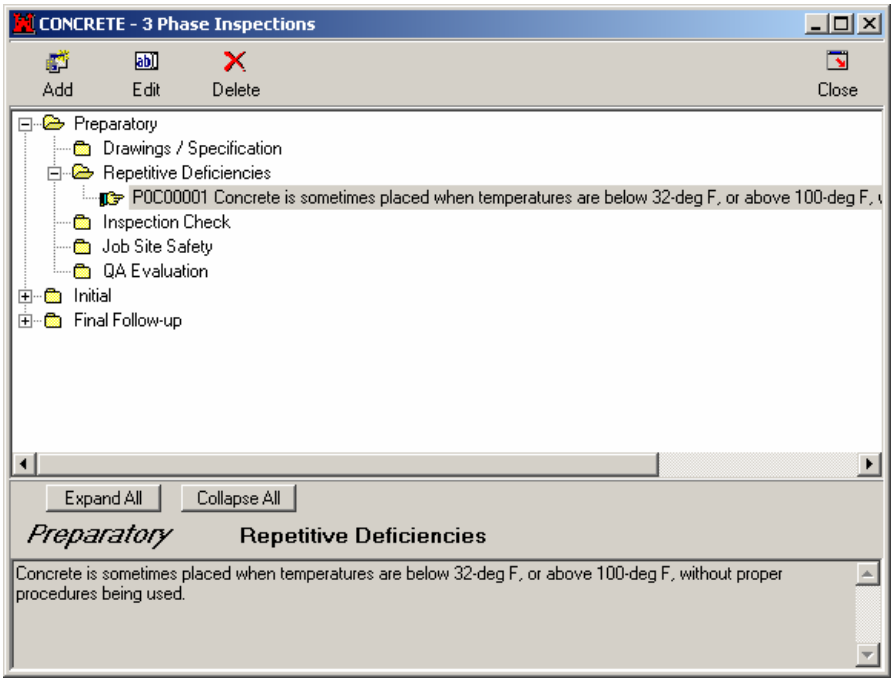
- Final Follow-up – QA Evaluation

  Here is another, and final, area for the Government Quality Assurance Representative.

Once your type of check has been decided upon, you enter the comment in the memo field.


Add Specific Inspection Check
Close
Check Type
Preparatory - Repetitive Deficiencies
Three Phase Inspection Check
Edit
Concrete is sometimes placed when temperatures are below 32-deg F, or above 100-deg F, without proper procedures being used.

Close the window when completed and you will then see where the check appears in the hierarchy of the 3-Phase Inspection process.



Example of Adding Signature Blocks in Library

As an example of what can be done in this area, let's assume we would like to add a place on each control worksheet that can be endorsed following the meeting. You would want to do this at the library level for two basic reasons:

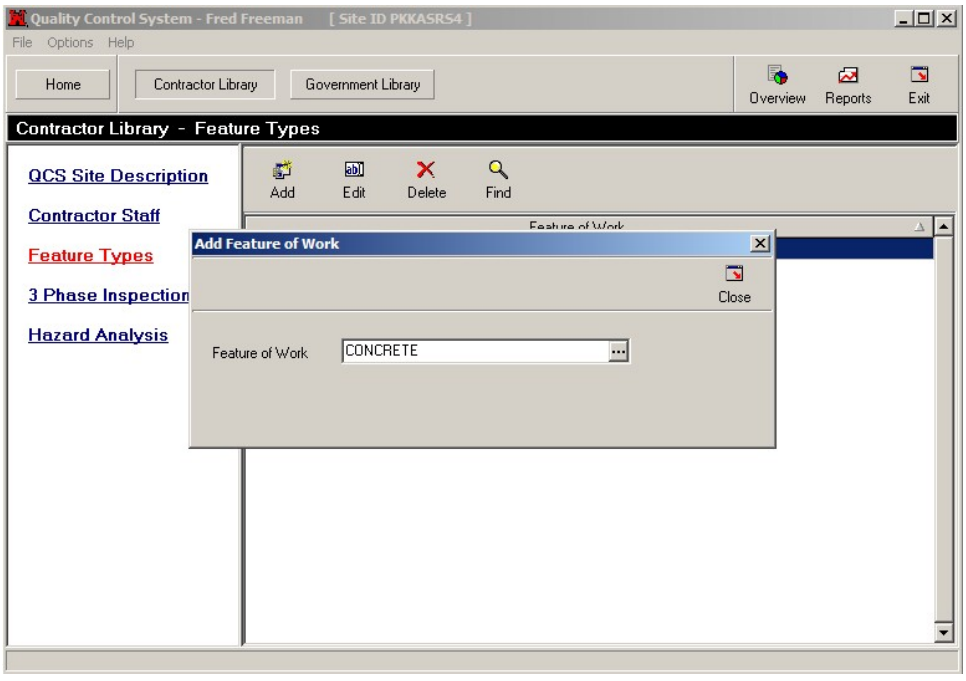
1. If you put them in your **Contractor Library** they can then be used on ALL of your contracts and ALL of your Features of Work. You would only have to enter them ONE time for each **Feature Type**.
2. If you have the control on input you can make it appear (look) like you want it to. The following is a suggestion that you can "cut and paste" in the Memo Field as explained below.

If you have the control on input you can make it appear (look) like you want it to. The following is a suggestion that you can 'cut and paste' in the memo field as I'll explain below.

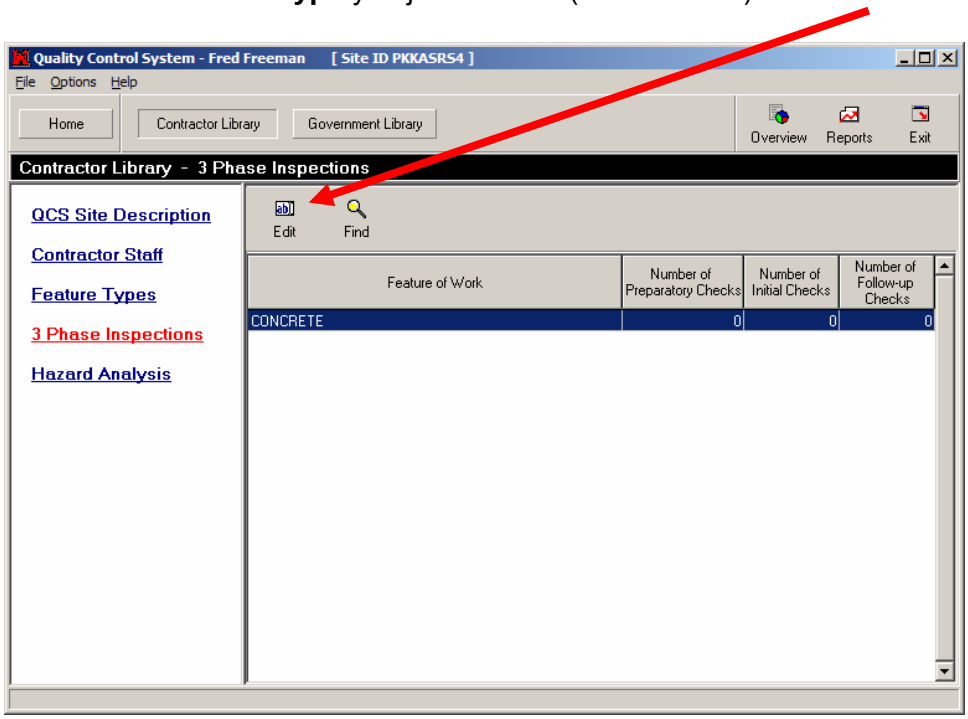
Attendees:_____
_____
_____
_____
_____
_____
_____
_____Contractor Quality Control Representative
Date_____ _____Government Quality Assurance Representative Date

The process to add it in the Contractor Library is as follows:

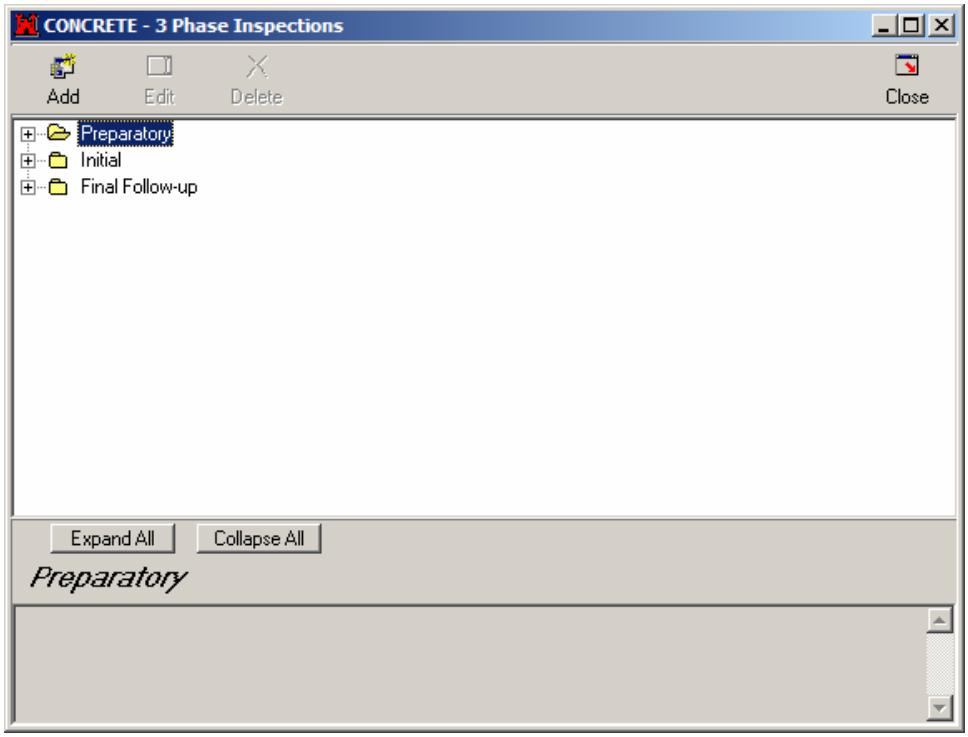
1. Go to **Contractor Library** in QCS and select **Feature Types**. You may already have some **Feature Types** entered, but in this example I will add the feature called **CONCRETE**. You use the **ADD** button for that.



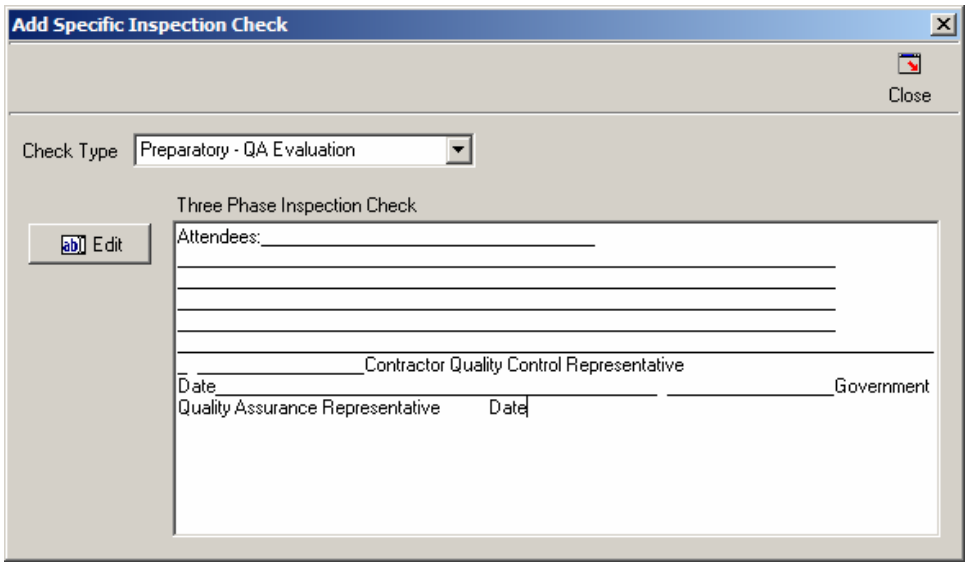
2. Close the "**Add Feature of Work**" screen and then select **3 Phase Inspections**. You will observe the new **Feature Type** you just entered (**CONCRETE**). Select the **Edit** button.



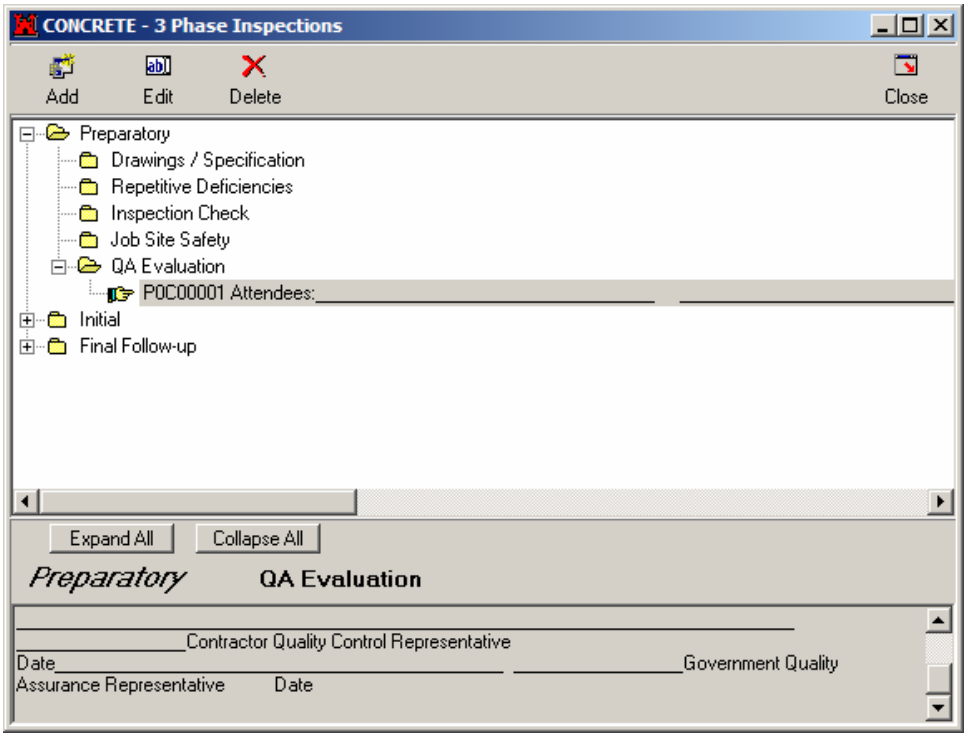
3. You should then see the following entry screen. From this screen you would select the **ADD** button after you highlight the phase you want (i.e., **Preparatory**).



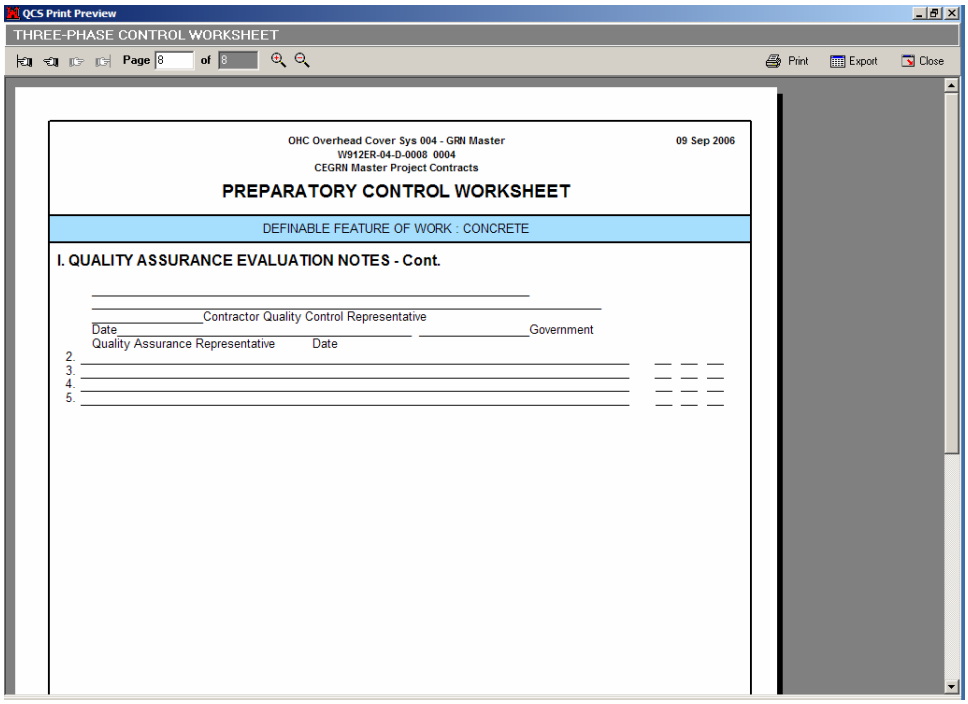
4. The first choice listed after selecting **ADD** is to **Manually Add Inspection Check**. When the next window pops up, use the drop-down menu to select **Preparatory – QA Evaluation**. If you use the suggested cut-and-paste entry presented earlier and paste it in the memo field, your screen will look as follows: (you can then tailor it to anything you desire).



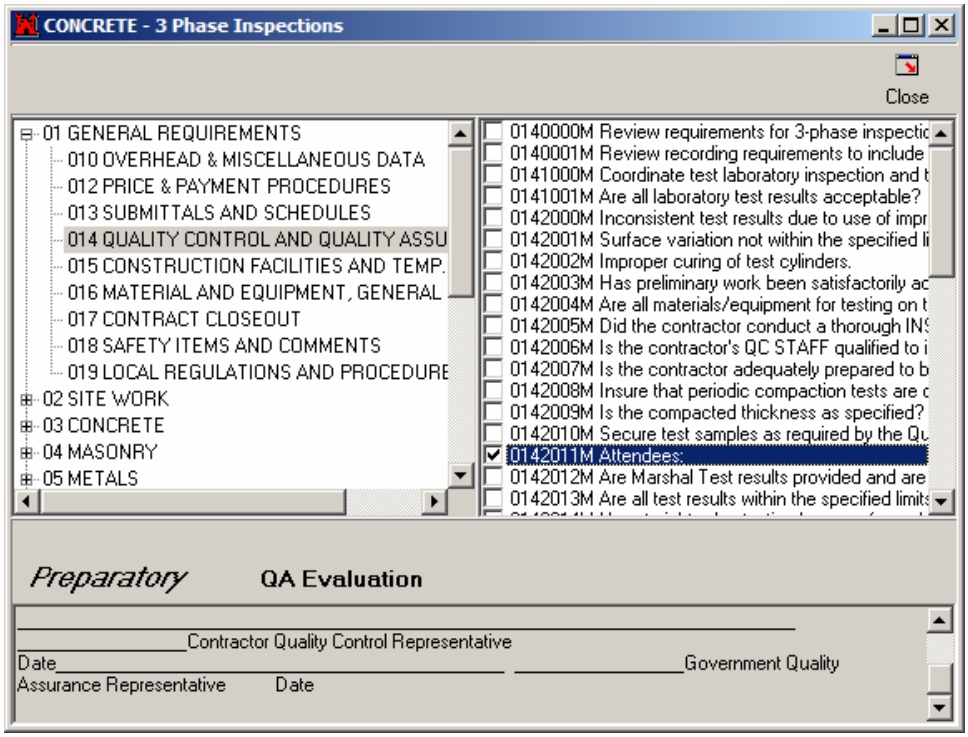
5. **Close** that window and you will observe your comment entered for the Preparatory Phase for that Feature (Concrete). You would then repeat the process for the Initial and Final Follow-up phases for each Feature Type you have in your library.



6. Your report would then include something like this.

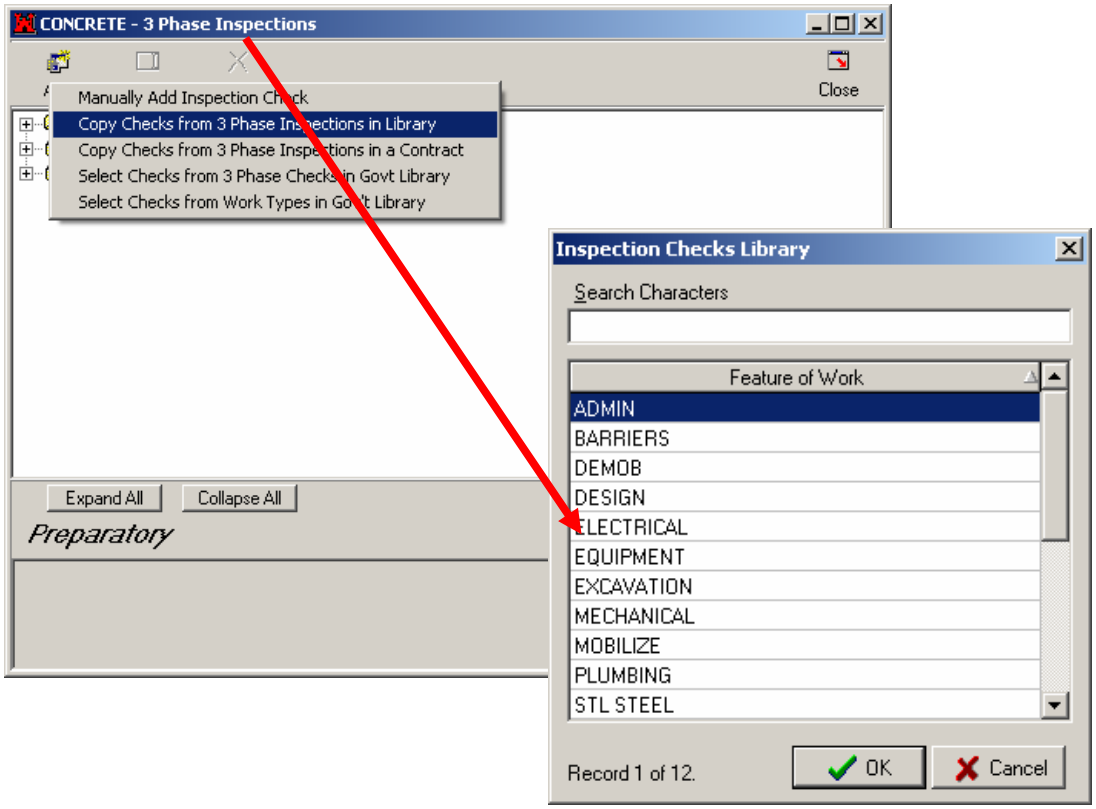


7. In step number 3, above, we MANUALLY added the comment. There is an alternative way to get the same result. From that drop-down menu, you could select "**Select Checks from 3 Phase Checks in Govt Library**". On the screen that pops up, you would then select "**014 QUALITY CONTROL AND QUALITY ASSURANCE**" in the left pane. In the right pane put a check in number **0142011M Attendees: ....**" The process would then be completed as above, except there is no need to cut-and-paste. The window would then look like the following:


CONCRETE - 3 Phase Inspections
Close
01 GENERAL REQUIREMENTS
010 OVERHEAD & MISCELLANEOUS DATA
012 PRICE & PAYMENT PROCEDURES
013 SUBMITTALS AND SCHEDULES
014 QUALITY CONTROL AND QUALITY ASSU
015 CONSTRUCTION FACILITIES AND TEMP.
016 MATERIAL AND EQUIPMENT, GENERAL
017 CONTRACT CLOSEOUT
018 SAFETY ITEMS AND COMMENTS
019 LOCAL REGULATIONS AND PROCEDURE
02 SITE WORK
03 CONCRETE
04 MASONRY
05 METALS
0140000M Review requirements for 3-phase inspectic
0140001M Review recording requirements to include
0141000M Coordinate test laboratory inspection and t
0141001M Are all laboratory test results acceptable?
0142000M Inconsistent test results due to use of impr
0142001M Surface variation not within the specified li
0142002M Improper curing of test cylinders.
0142003M Has preliminary work been satisfactorily ac
0142004M Are all materials/equipment for testing on t
0142005M Did the contractor conduct a thorough INS
0142006M Is the contractor's QC STAFF qualified to i
0142007M Is the contractor adequately prepared to b
0142008M Insure that periodic compaction tests are c
0142009M Is the compacted thickness as specified?
0142010M Secure test samples as required by the Qu
0142011M Attendees:
0142012M Are Marshal Test results provided and are
0142013M Are all test results within the specified limits
Preparatory
QA Evaluation
Contractor Quality Control Representative
Date
Government Quality
Assurance Representative
Date

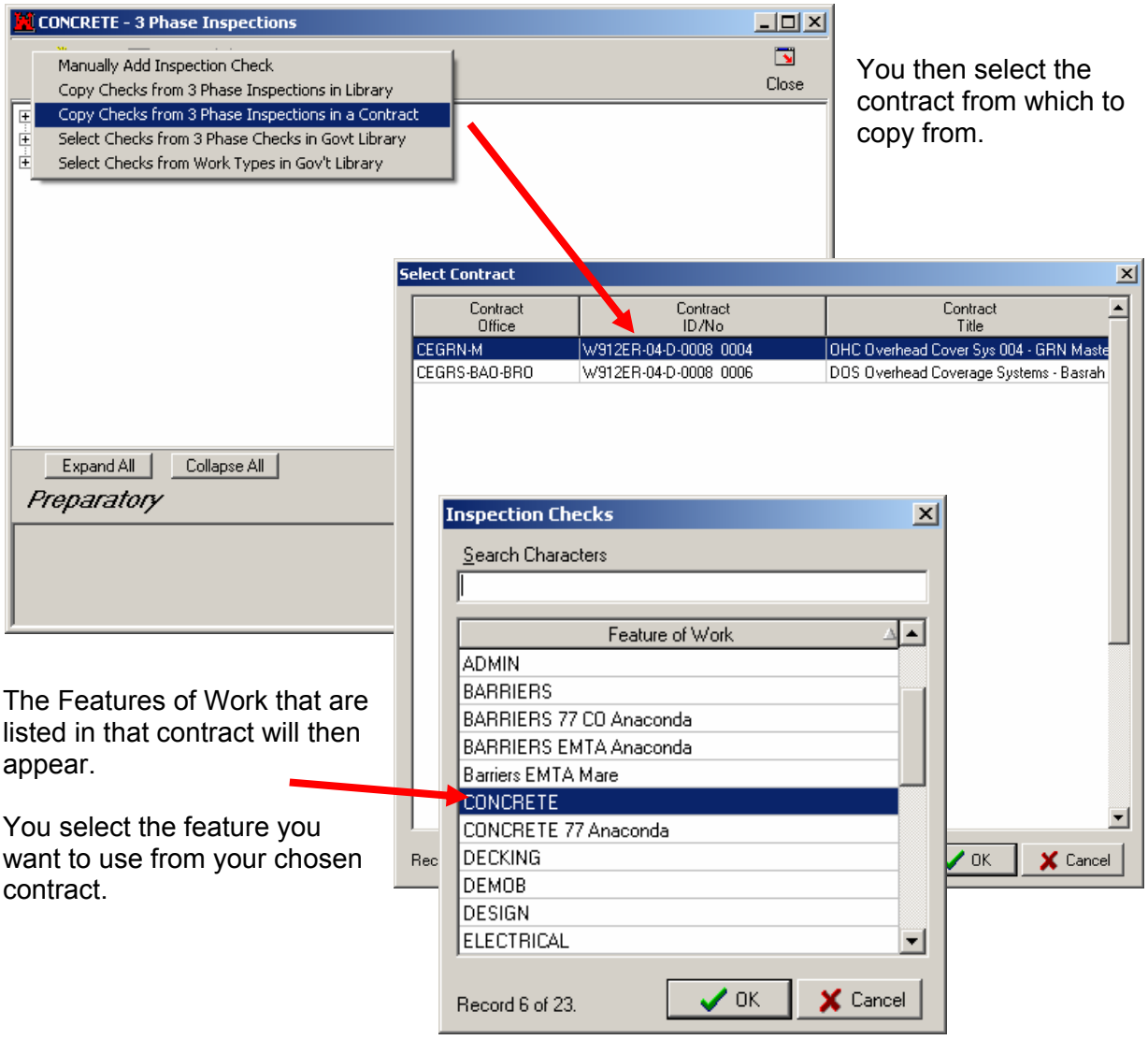
Copy Checks from 3 Phase Inspections in Library

This selection is used when you wish to simply copy existing checks already in your library. This might be helpful when you have entered checks on a particular Feature of Work and that check would also be applicable to another feature of work. You would first be adding checks to an individual Feature of Work (i.e., Concrete – Cast-in-Place) and then copy checks from another Feature of Work (i.e., Concrete – Sidewalks). You can then add, modify, or accept the comments copied from the secondary Feature of Work.



Copy Checks from 3 Phase Inspections in a Contract

This selection applies when you, or somebody else, may have created worthy checks at a contract level, but they are generic enough to be included in the Library for use at other contracts.



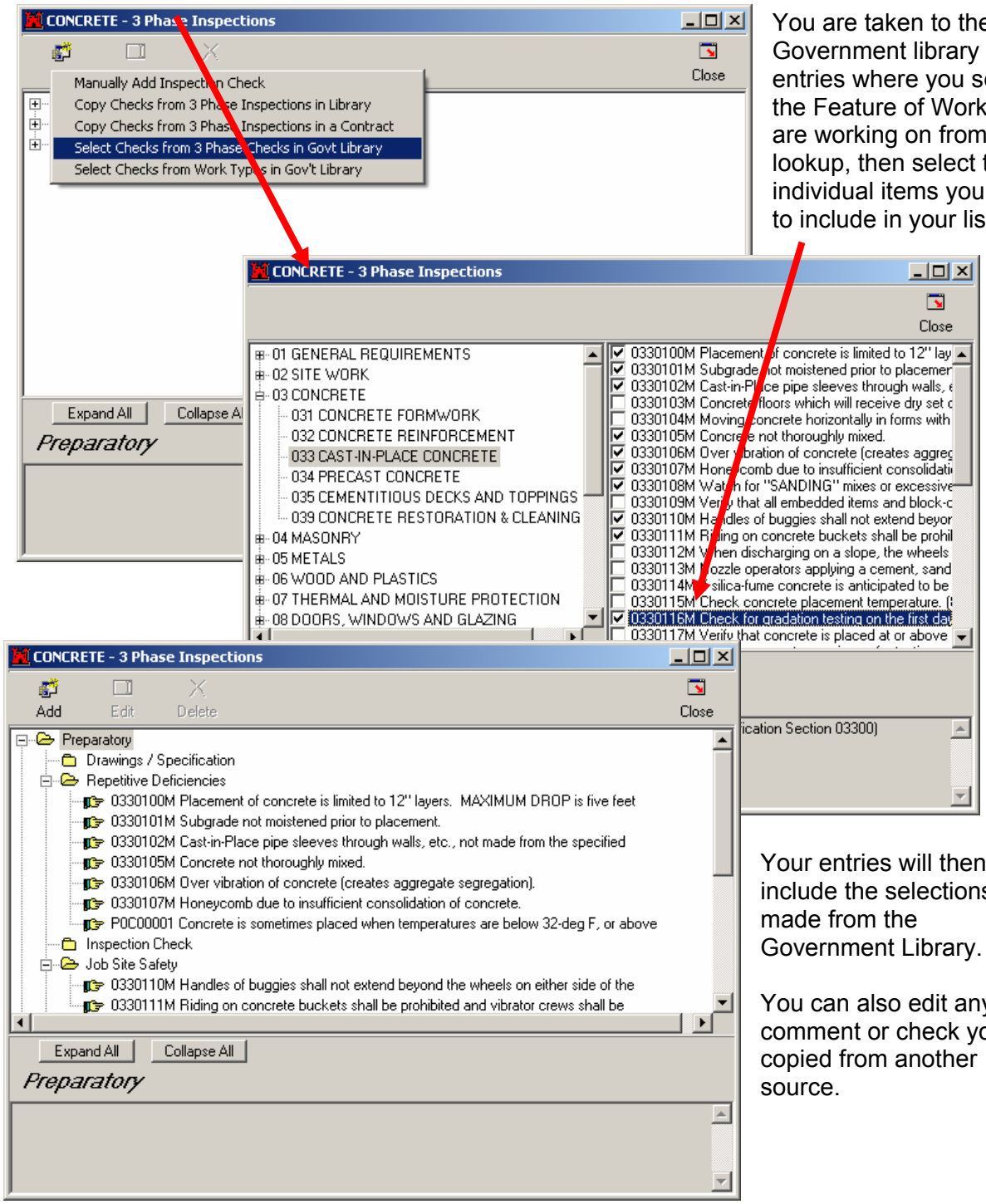
You then select the contract from which to copy from.

The Features of Work that are listed in that contract will then appear.

You select the feature you want to use from your chosen contract.

Copy Checks from 3 Phase Checks in Gov't Library

The Government has compiled hundreds of checks, based on a number of contracts, specification sections, industry standards, and so forth. You may copy these directly into your own library and then be able to delete, add, or modify the Government checks to meet your own needs or Company experiences.


CONCRETE - 3 Phase Inspections
Close
Manually Add Inspection Check
Copy Checks from 3 Phase Inspections in Library
Copy Checks from 3 Phase Inspections in a Contract
Select Checks from 3 Phase Checks in Govt Library
Select Checks from Work Types in Gov't Library
Expand All
Collapse All
Preparatory
CONCRETE - 3 Phase Inspections
Close
01 GENERAL REQUIREMENTS
02 SITE WORK
03 CONCRETE
031 CONCRETE FORMWORK
032 CONCRETE REINFORCEMENT
033 CAST-IN-PLACE CONCRETE
034 PRECAST CONCRETE
035 CEMENTITIOUS DECKS AND TOPPINGS
039 CONCRETE RESTORATION & CLEANING
04 MASONRY
05 METALS
06 WOOD AND PLASTICS
07 THERMAL AND MOISTURE PROTECTION
08 DOORS, WINDOWS AND GLAZING
0330100M Placement of concrete is limited to 12" lay
0330101M Subgrade not moistened prior to placemer
0330102M Cast-in-Place pipe sleeves through walls,
0330103M Concrete floors which will receive dry set
0330104M Moving concrete horizontally in forms with
0330105M Concrete not thoroughly mixed.
0330106M Over vibration of concrete (creates aggreg
0330107M Honeycomb due to insufficient consolidati
0330108M Watch for "SANDING" mixes or excessive
0330109M Verify that all embedded items and block-c
0330110M Handles of buggies shall not extend beyor
0330111M Riding on concrete buckets shall be prohil
0330112M When discharging on a slope, the wheels
0330113M Nozzle operators applying a cement, sand
0330114M silica-fume concrete is anticipated to be
0330115M Check concrete placement temperature. [
0330116M Check for gradation testing on the first da
0330117M Verify that concrete is placed at or above
ication Section 03300)
CONCRETE - 3 Phase Inspections
Add
Edit
Delete
Close
Preparatory
Drawings / Specification
Repetitive Deficiencies
0330100M Placement of concrete is limited to 12" layers. MAXIMUM DROP is five feet
0330101M Subgrade not moistened prior to placement.
0330102M Cast-in-Place pipe sleeves through walls, etc., not made from the specified
0330105M Concrete not thoroughly mixed.
0330106M Over vibration of concrete (creates aggregate segregation).
0330107M Honeycomb due to insufficient consolidation of concrete.
P0C00001 Concrete is sometimes placed when temperatures are below 32-deg F, or above
Inspection Check
Job Site Safety
0330110M Handles of buggies shall not extend beyond the wheels on either side of the
0330111M Riding on concrete buckets shall be prohibited and vibrator crews shall be
Expand All
Collapse All
Preparatory

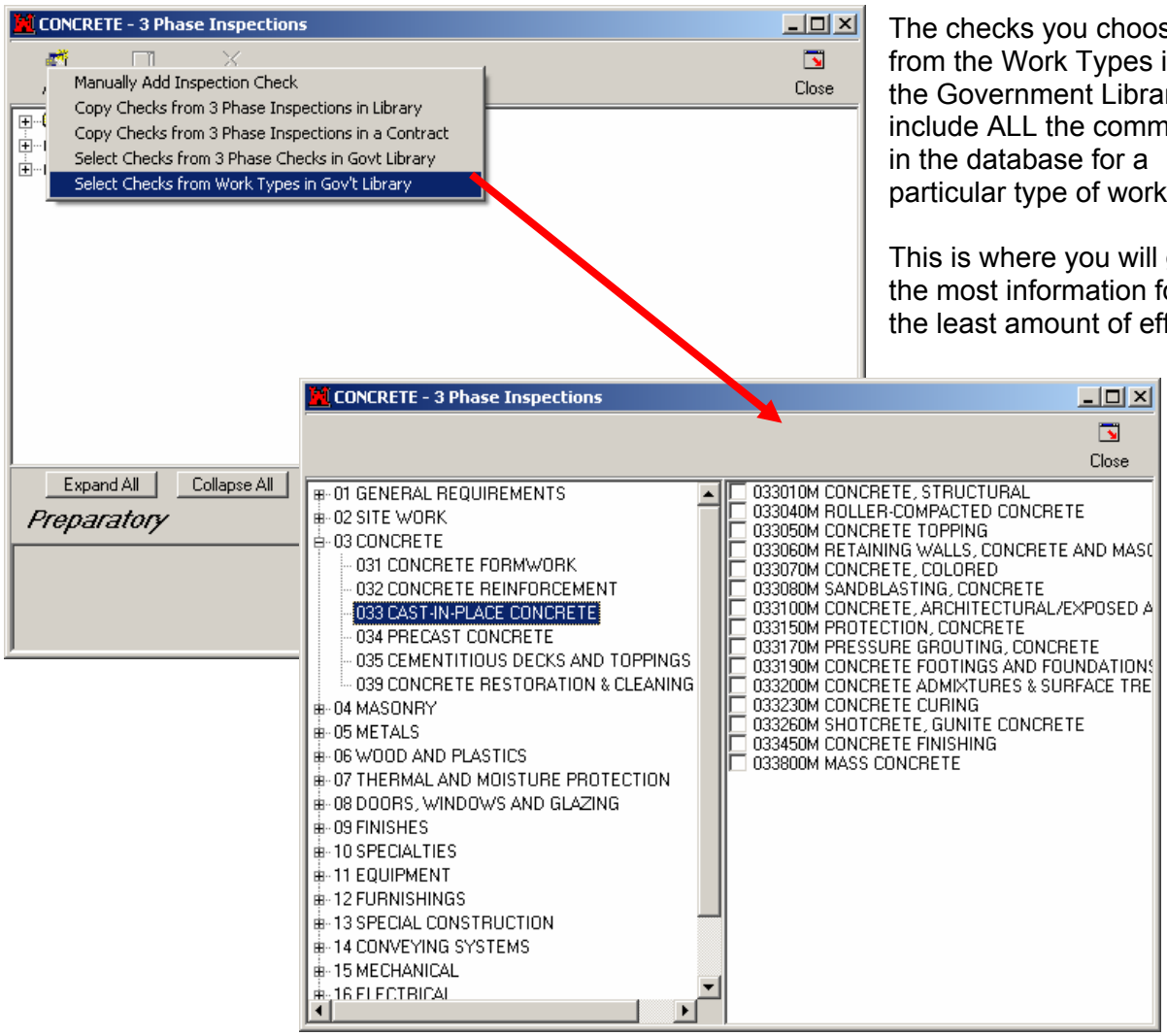
You are taken to the Government library entries where you select the Feature of Work you are working on from the lookup, then select the individual items you wish to include in your listing.

Your entries will then include the selections you made from the Government Library.

You can also edit any comment or check you copied from another source.

Copy Checks from Work Types in Gov't Library

This is by far the easiest and quickest way to build your database. The checks in this area are already defined by Feature of Work (Work Types) and take advantage of all the Government checks with minimal selection effort on your part. Like the checks you might copy from the Government Library, you would also want to delete, add, or modify these to meet your own needs and practices.



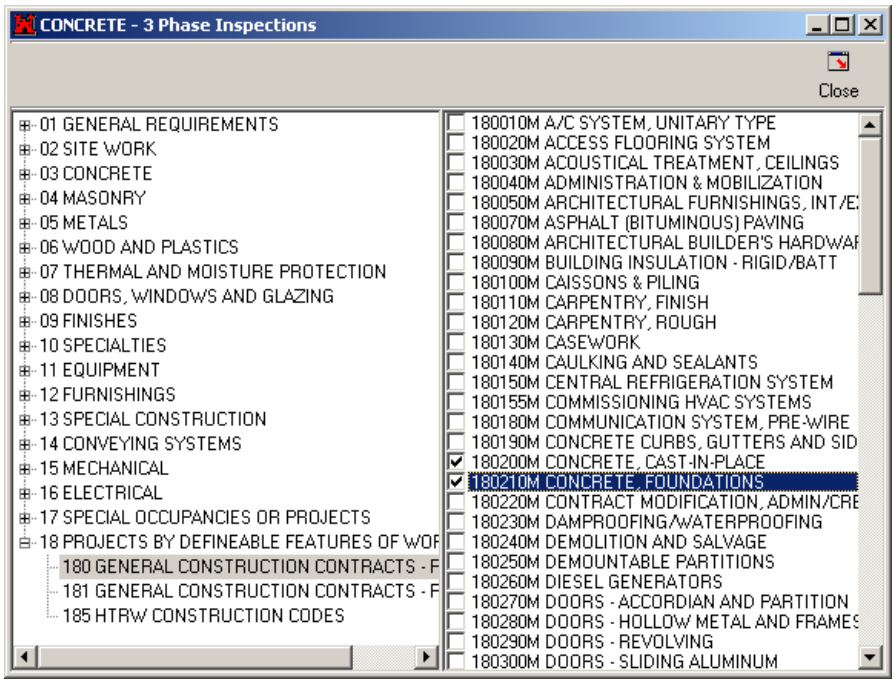
The checks you choose from the Work Types in the Government Library include ALL the comment in the database for a particular type of work.

This is where you will get the most information for the least amount of effort.

The BIGGEST Short-cut from the Government Library

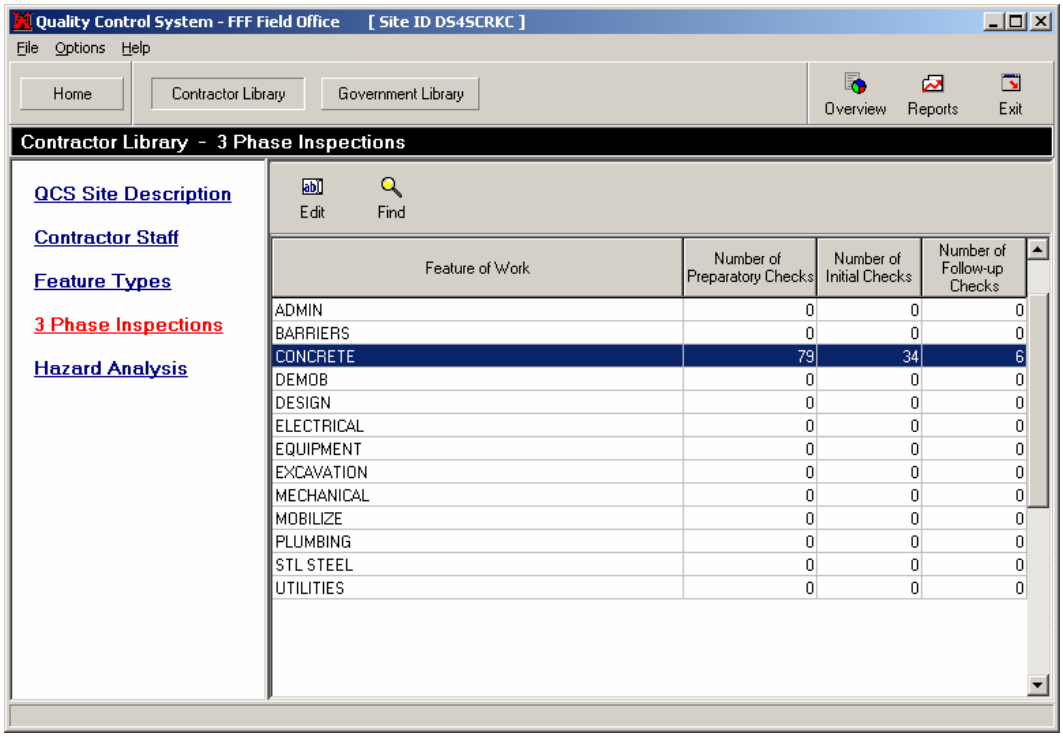
If you don't remember any of the above steps, remember the ***NUMBER 18***. In the Government Library (either choice you make) an entry has been made of "**Projects by Defineable Features of Work**". This area lists various items that are categorized by Feature of Work (F.O.W.). Simply check the corresponding F.O.W. and you have the entire database with a single checkmark. These F.O.W. checks include safety items, as well as technical information on the particular

subject. It also contains a section on HTRW Construction codes. As these are selected you may modify or delete individual checks in a particular contract or from your Contractor Library.



The End-Result of your Library entries

When you have completed making entries for a specific Feature of Work, you can see the result in how many checks you have entered for each of the 3-Phase areas (Preparatory, Initial, and Follow-up). You should end up with entries in all locations. Concentrate on the quality of your entries rather than quantity.



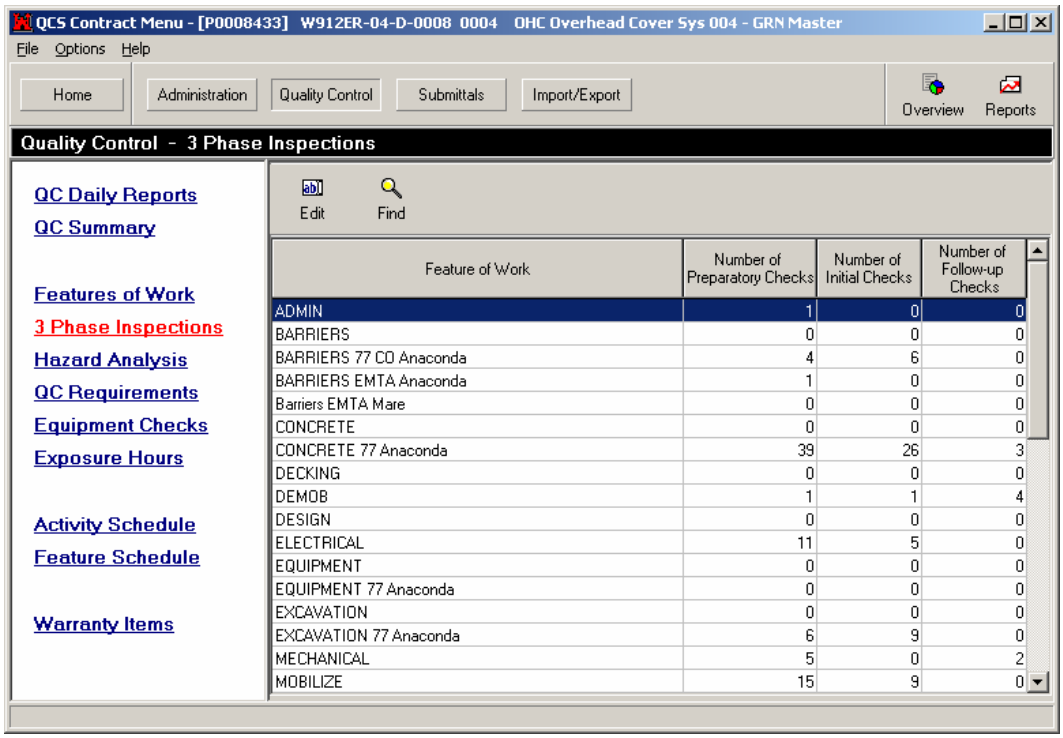
Feature of Work	Number of Preparatory Checks	Number of Initial Checks	Number of Follow-up Checks
ADMIN	0	0	0
BARRIERS	0	0	0
CONCRETE	79	34	6
DEMOB	0	0	0
DESIGN	0	0	0
ELECTRICAL	0	0	0
EQUIPMENT	0	0	0
EXCAVATION	0	0	0
MECHANICAL	0	0	0
MOBILIZE	0	0	0
PLUMBING	0	0	0
STL STEEL	0	0	0
UTILITIES	0	0	0

If you do not have any checks for a particular period (e.g., preparatory – initial – follow-up), you probably need to reconsider the work that will be taking place.

3-Phase Checks at the Contract level

Checks entered from the contract level should be specific to the particular contract. These checks will not automatically become part of the Contractor Library that can be used for multiple contracts.

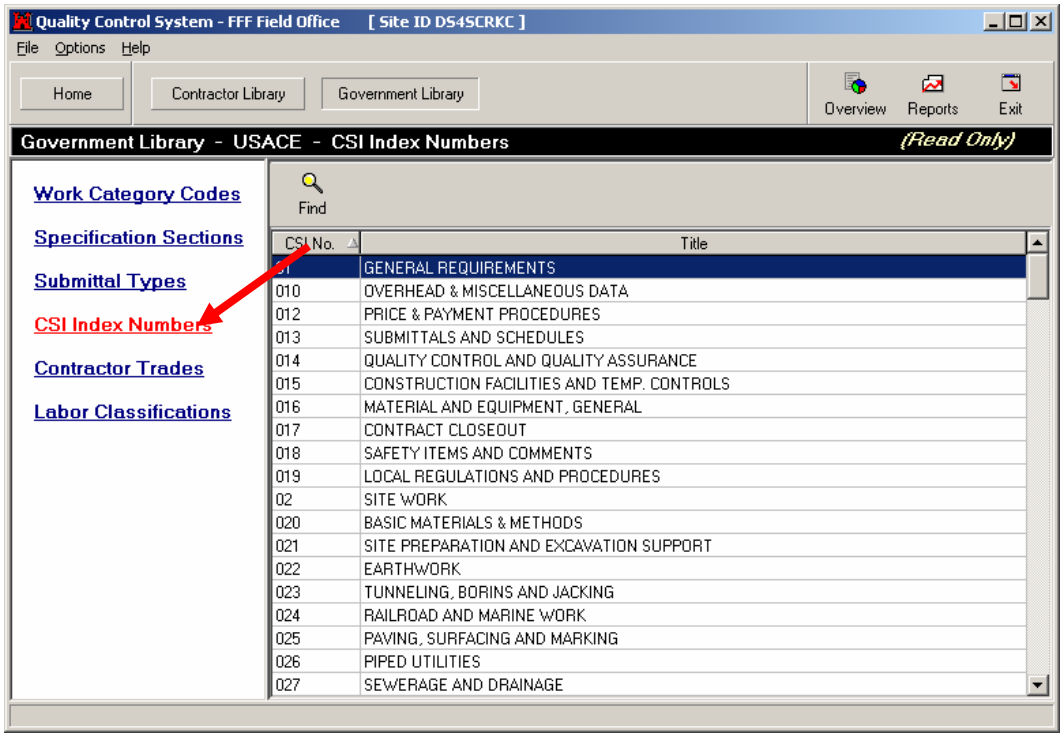
The procedures used for entry at the contract level are identical to the Library entries just discussed. The only difference is that the Contract-level entries should be unique to your contract.



How Features and 3-Phase Checks are related

The **Government Library** accessed from the main QCS Menu (Logon Menu), includes the listing of the **CSI Index Numbers** that are used in the QCS and RMS programs. This library is the mainstay of the3-phase inspection check worksheets. Extensive relationships have been established based on previous construction experience and this can be invaluable as you manage your contract. Each of the feature types has a set of checks linked to them.

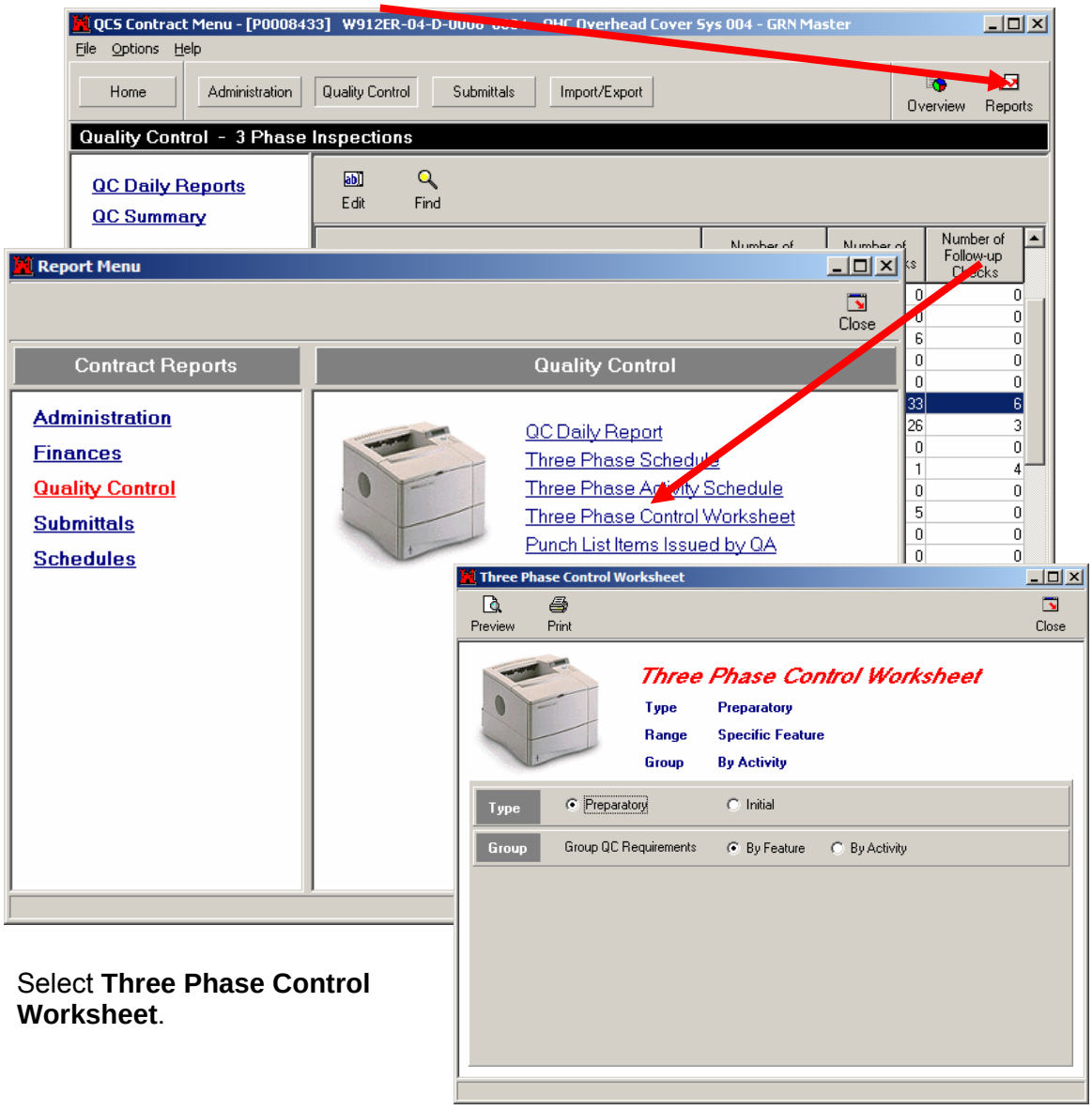
Government Library Window



The information from the Government library can only be changed, deleted or edited within the QCS program after it is copied into the Contractor Library, as previously discussed. The Government RMS Center is tasked with the actual data element maintenance.

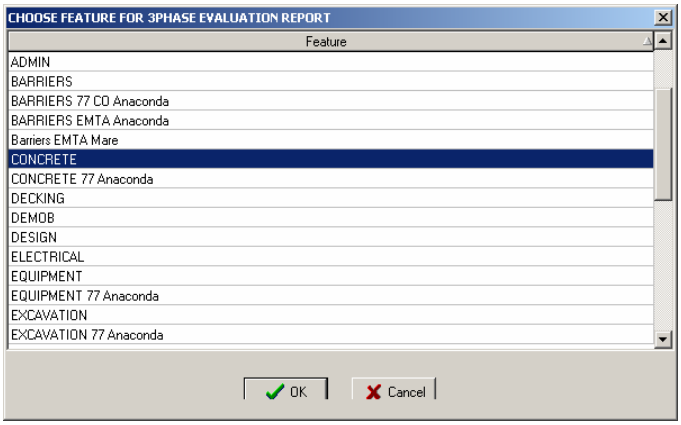
Reports – Three Phase Inspection Checklists

Our report is a **Contract** related report. Therefore, ensure that you have pushed the **Contract** button, at the top of the screen. The report is then found under the category of **Quality Control**. Push the **Three Phase Control Checklists** to the right of the screen to review the report.



Select **Three Phase Control Worksheet**.

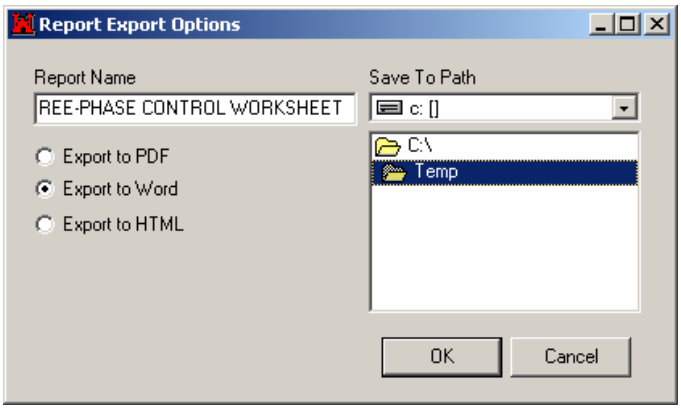
The report can take on several “looks and formats”, but we will select the **Type** (*Preparatory*) and **Group** (*By Feature*) and **Preview** the report by pushing the **Preview** button at the top left of the window.



We then simply highlight the **Feature of Work** we desire the report to reflect. In this case, choose **Concrete** in accordance with our previous entry and push the **OK** button at the bottom of the window.

You will be provided with a FIVE PAGE worksheet based on the CHECKS you entered in previous screens.

The report will appear and may be reviewed prior to printing. It can also be exported to file in MS© Word or HTML format or to an Acrobat© PDF file.



The next images shows a partial report exported as a Word document (object).

OHC Overhead Cover Sys 004 - GRN Master
W912ER-04-D-0008 0004
CEGRN Master Project Contracts

14 Oct 2007

PREPARATORY CONTROL WORKSHEET

DEFINABLE FEATURE OF WORK : CONCRETE

A. ACTIVITIES INCLUDED UNDER CONCRETE -

Perini Corp.

N2022060	Foundations - 02 (Incl Mod 06)
N2032110	Foundations - 03

OHC Overhead Cover Sys 004 - GRN Master
W912ER-04-D-0008 0004
CEGRN Master Project Contracts

14 Oct 2007

PREPARATORY CONTROL WORKSHEET

DEFINABLE FEATURE OF WORK : CONCRETE

SUBMITTALS REQUIRED - Cont.

03300	2	Test Reports for Concrete		In Review
03300	3	Qualifications of CQC Personnel		In Review
03300	5	Mix Proportions for Conc-Speicher & Diam		In Review
03300	6	Test Reports for Conc - Speicher & Diamo		In Review
03300	8	Nonmetallic, Shrinkage-Resistant grout		Not submitted
13120	1	Nonmetallic, Shrinkage-Resistant Grout	_	In Review

QC TESTS -

CT # 00001	3/15/06 -0005 Compressive Strength Test for Concrete. Minimum of 27.5 MPa at	QA Verify

OHC Overhead Cover Sys 004 - GRN Master
W912ER-04-D-0008 0004
CEGRN Master Project Contracts

14 Oct 2007

PREPARATORY CONTROL WORKSHEET

DEFINABLE FEATURE OF WORK : CONCRETE

QC TESTS - Cont.

	days, 1@14 days and 2@28 days. 3 day break = 2327 PSI 7 day break = 3038 PSI 14 day break=3701 PSI 28 day = 6532/6605	
CT # 00023	3/27/03 77Co. 0012- Molded compressive strength samples for breaks of 2@7days, 1@14 days and 2@28 days. 3 day break =2440 PSI 7 day break=3401 PSI 14 day break = 3620 PSI 28 day=6508/4620	QA Verify
CT # 00025	3/27/06 EMTA 0004-Molded compressive strength samples for breaks of 2@7 days, 1@14 days and 2@28 days. 7 day break of 3126/3006 PSI 28 day breaks = 6632/6538 PSI	QA Verify
CT # 00027	3/29/06 77Co-0012- Molded compressive strength samples phase 1 pedestall for breaks of 2@7 days, 1@14days and 2@28 days. 3 day break = 2310 PSI 7 Day break = 33151 PSI 14 day=3765	QA Verify
CT # 00029	3/29/06 EMTA 0004-Molded compressive strength samples for breaks of 2@ 7 days, 1@ 14 days and 2 @ 28 days. 7 day breaks = 3118/3188 PSI	QA Verify

Hazard Analysis (Safety)

The contract "Safety and Health Requirements Manual" (EM 385-1-1), includes the following requirement for developing an Activity Hazard Analysis (AHA):

01.1.13. Before beginning each work activity involving a type of work presenting hazards not experienced in previous project operations or where a new work crew or sub-contractor is to perform the work, the Contractor(s) performing that work activity shall prepare an Activity Hazard Analysis.

A feature of QCS is the (Activity) Hazard Analysis. We have historically referred to this document as an "Activity Hazard Analysis" (AHA). We need to realize that the AHA is really keyed around the activities required to accomplish a certain **Feature of Work** and addresses any hazards, or potential hazards, that may be associated with work anticipated to be required while doing the actual work.

The Contractor can develop the required AHA's in the **Contractor Library** and use this for all contracts in the QCS database. The individual AHA's may also be edited at the contract level to tailor it for a specific (unique) contract hazard that might exist. The Contractor should add an AHA for every **Feature of Work** that is listed within the **Contractor Library** and as listed in the Contractor's CQC Plan. Because many AHA's are similar from one Feature of Work to the next, you are able to copy the AHA from one Feature Type to another Feature Type in the Library.

The following extract is taken from the Disk of Knowledge, and will be helpful in preparing the AHA. (http://forums.doklibrary.com/viewtopic.php?t=156&highlight=aha)

a. AHA's will define the activities being performed and identify the sequences of work, the specific hazards anticipated, site conditions, equipment, materials, and the control measures to be implemented to eliminate or reduce each hazard to an acceptable level of risk.

b. Work will not begin until the AHA for the work activity has been accepted by the GDA and discussed with all engaged in the activity, including the Contractor, subcontractor(s), and Government on-site representatives at preparatory and initial control phase meetings.

c. The names of the competent/qualified person(s) required for a particular activity (i.e., excavations, scaffolding, fall protections, other activities as specified by OSHA and this manual) will be identified and included in the AHA. Proof of their competency/ qualification must be submitted to the GDA for acceptance prior to the start of that work activity.

d. The AHA will be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified person(s).

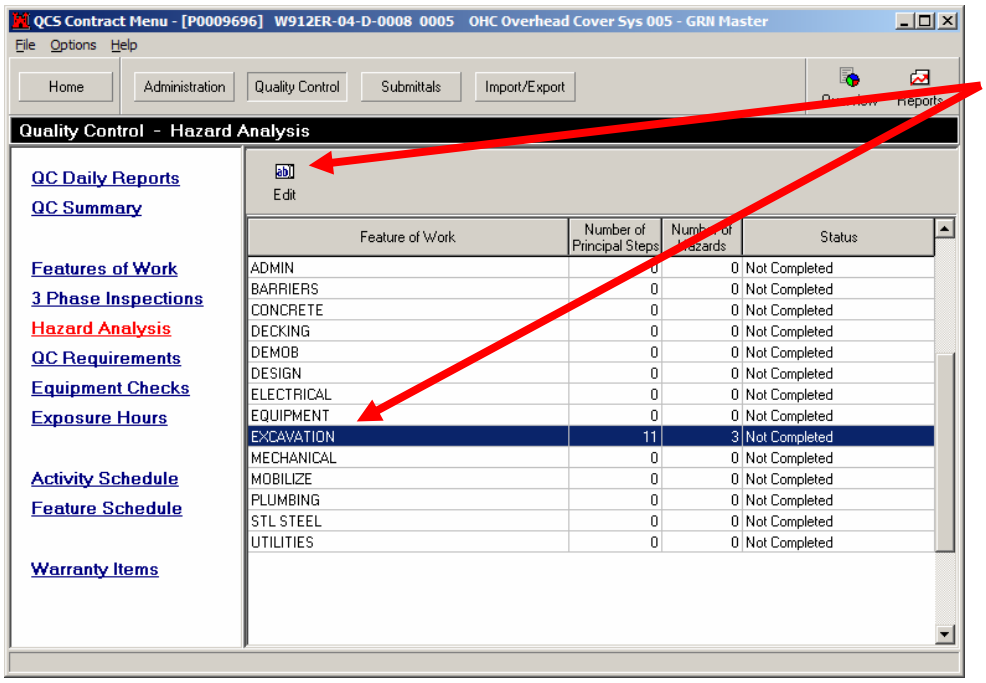
(1) If more than one competent/qualified person will be used on the AHA activity, a list of names shall be submitted as an attachment to the AHA. Those listed shall be competent/ qualified for the type of work involved in the AHA and familiar with current site safety issues.

(2) If a new competent/qualified person (not on the original list) is added, the list shall be updated (an administrative action not requiring an updated AHA). The new person shall acknowledge in writing that he/she has reviewed the AHA and is familiar with current site safety issues.

After the AHA is marked as completed in QCS, it is exported to the Government RMS program. The AHA is reviewed by the Resident Engineer (COR/ACO) and the District Safety Office (if required). The Government Staff has the responsibility to review the AHA and accept or reject it. They will provide comments back to the Contractor QCS program when the review is complete.

(Activity) Hazard Analysis – Contractor Library

You will select the **Feature of Work** you wish to create the AHA for, and click the **Edit** button in the **Contractor Library**. The list you see is created from the features of work you already added in the library. We will review the process of entering an AHA for **Excavation**.



Highlight **Excavation** and then click the Edit button at the top of the screen.

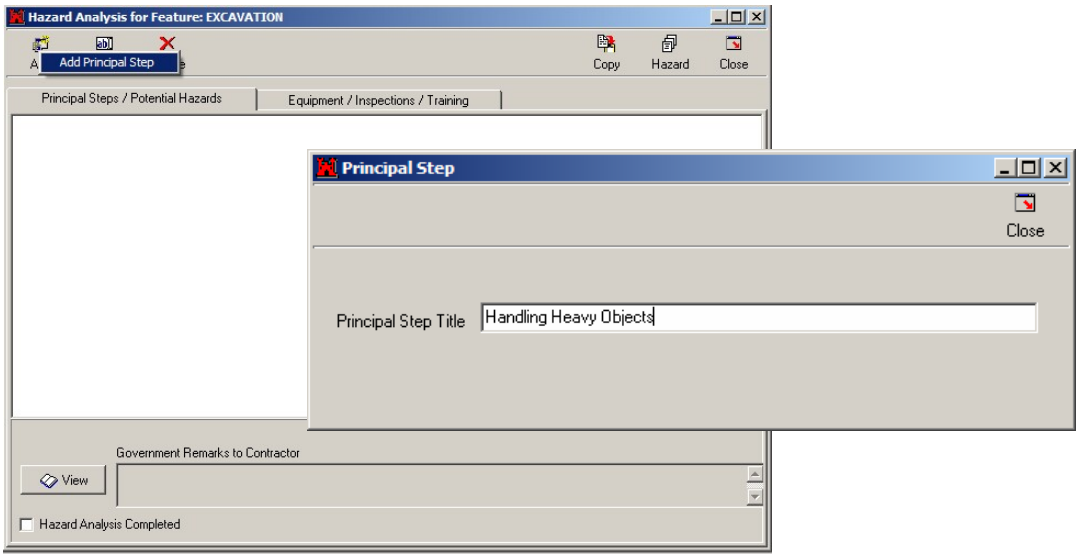
An AHA is made up of the following elements in QCS:

- Principal Steps – Includes Hazards and Controls
- Equipment – Equipment required for performing the work
- Inspections – List of required Contractor Inspections for the work
- Training – List of required training that might be anticipated

You should progress through the screens, one at a time, listing the relevant information. The example that follows includes screen shots of each tab.

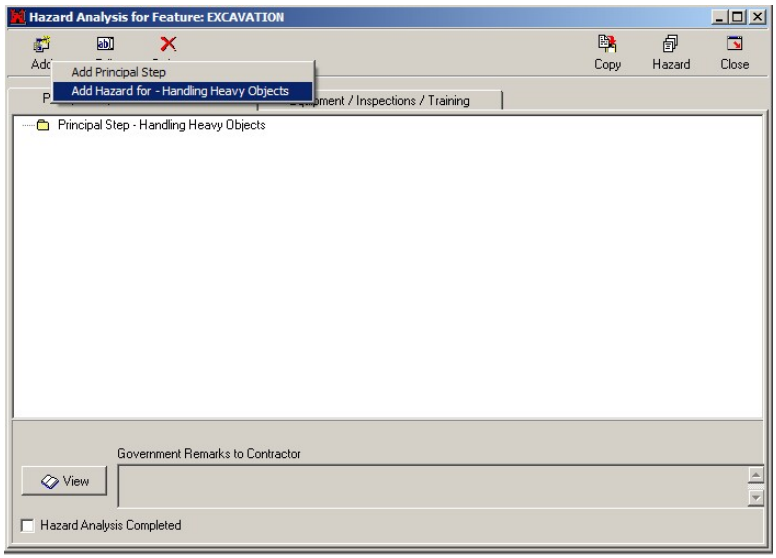
Principle Steps

a. List the steps necessary to accomplish the work and all relevant hazards. You then address the controls you anticipate necessary to avoid the hazards. Use the **Add** button and select **Add Principal Step** and enter the **Principal Step Title** in the block provided. (Note: After the AHA has been completed and exported to the Government, only the **View** button will be available.)

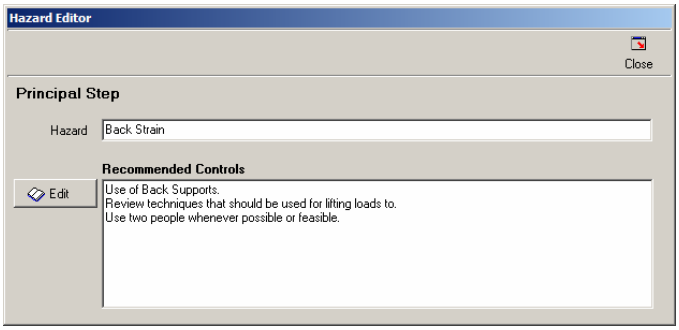


b. Select the **Add** button for each **Principal Step** and add as many **Potential Safety/Health Hazards** there may be.

c. Select the **Add** button again to enter the **Hazard for the Principal Step** entered.



d. Enter the **Hazard** and **Recommended Controls** for the Hazard using the fields provided.



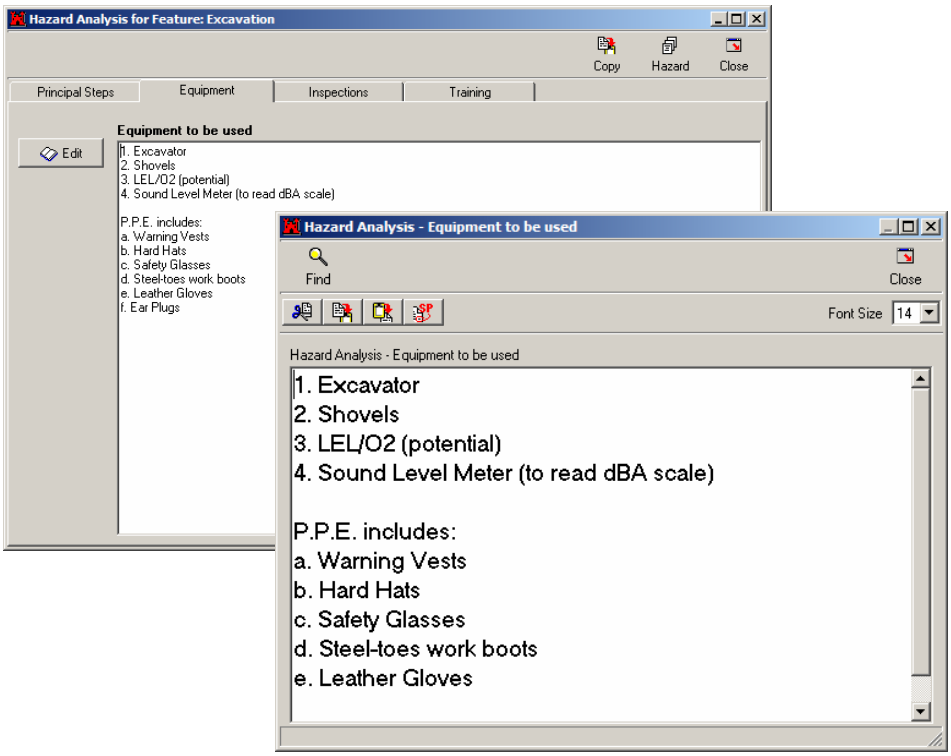
e. Repeat this process for each Hazard.

f. Sample AHA's (courtesy of Gulf Region Division) can be found at the following website:

http://www.grd.usace.army.mil/safety/library/Sample%20Activity%20Hazard%20Analyses%20(AHAs)/

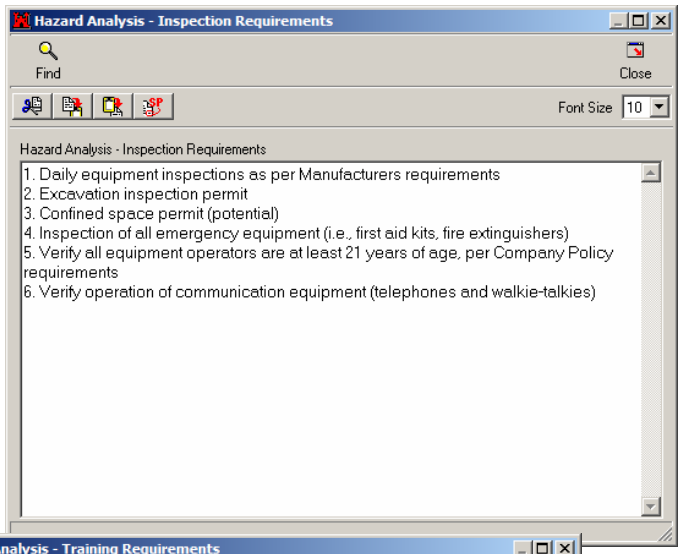
Equipment

Your list of equipment should be all inclusive pertaining to the **Feature of Work** and the hazards that might be associated with it. You can enter the equipment directly on this screen, or use the **Edit** button for a larger screen and font size should you desire it.



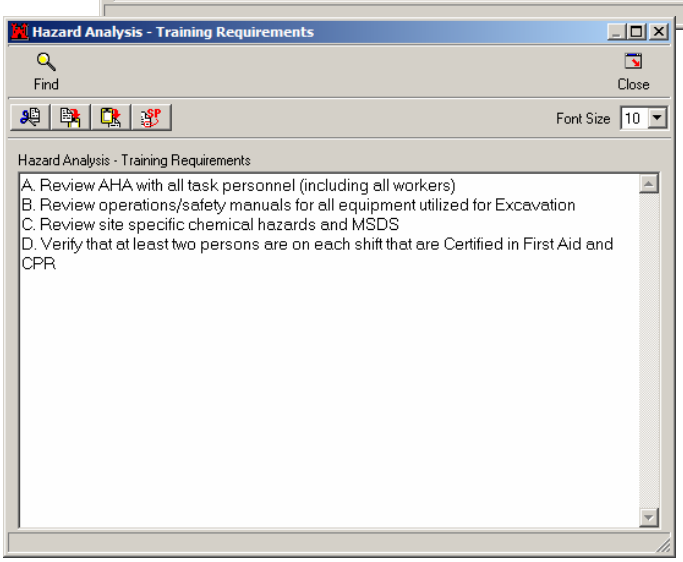
Inspections

Identify the inspections you will perform to ensure avoidance of hazards or accidents. As with the **Equipment** entries, you can enter the inspections directly on this screen or use the **Edit** button, such as is shown here.


Hazard Analysis - Inspection Requirements
Find
Close
Font Size 10
Hazard Analysis - Inspection Requirements
1. Daily equipment inspections as per Manufacturers requirements
2. Excavation inspection permit
3. Confined space permit (potential)
4. Inspection of all emergency equipment (i.e., first aid kits, fire extinguishers)
5. Verify all equipment operators are at least 21 years of age, per Company Policy requirements
6. Verify operation of communication equipment (telephones and walkie-talkies)

Training

Training listed can include any Certified Training as may be required, special training required by the equipment manufacturer, and even On-the-Job training that may be provided or necessary.


Hazard Analysis - Training Requirements
Find
Close
Font Size 10
Hazard Analysis - Training Requirements
A. Review AHA with all task personnel (including all workers)
B. Review operations/safety manuals for all equipment utilized for Excavation
C. Review site specific chemical hazards and MSDS
D. Verify that at least two persons are on each shift that are Certified in First Aid and CPR

Hazard Analysis Report - Contract

US Army Corps of Engineers

Hazard Analysis - FEATURE: EXCAVATION 16 Sep 2006

OHC Overhead Cover Sys 005 - GRN Master GRC - Completed Projects
W912ER-04-D-0008 0005

Principal Steps	Potential Safety/Health Hazards	Recommended Controls
Collapse of Excavation Walls	Install Trench Ladders	Install sufficient trench ladders such that travel in excess of 20-ft to nearest ladder is maintained. Verify that ladder extends at least 3-ft above the highest level of excavated area. Verify that ladder is secured in place to prevent tipping or falling.
	Installation of Shoring Boxes	Utilize Shoring Boxes on all excavations exceeding 48-inches in depth.
Handling Heavy Objects	Back Strain	Use of Back Supports. Review techniques that should be used for lifting loads to. Use two people whenever possible or feasible.
High Noise Levels		
High/Low Ambient Temperature		
Manual Ex		
Overexer		
Sharp Ob		
Slip, Trips		
Struck By		
Struck/Str		
Undergro		

US Army Corps of Engineers

Hazard Analysis 16 Sep 2006

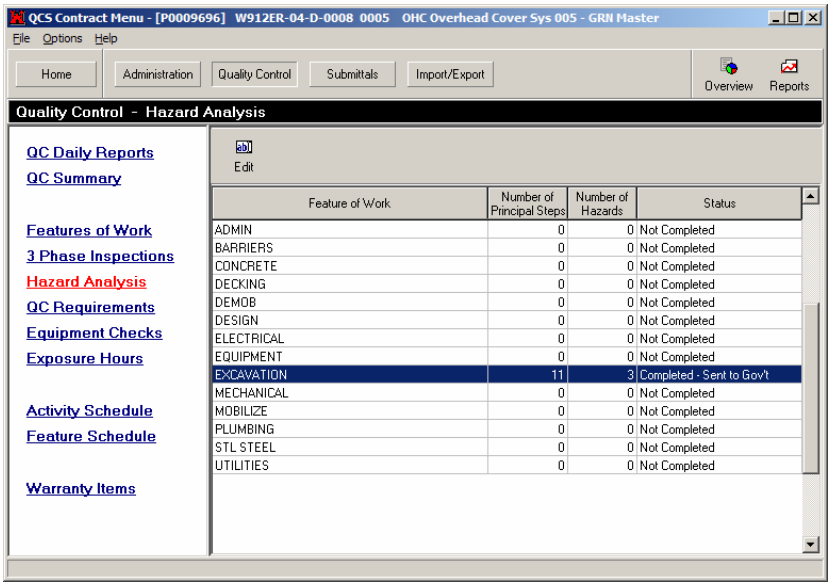
OHC Overhead Cover Sys 005 - GRN Master GRC - Completed Projects
W912ER-04-D-0008 0005

Equipment to be used	Inspection Requirements	Training Requirements
1. Excavator 2. Shovels 3. LEL/O2 (Potential) 4. Sound Level Meter (use dBA scale) 5. Trench Ladders 6. Shoring Boxes 7. Picks and Breaking Bars 8. Metal Buckets (5 gal., maximum size) PPE Includes: a.. Warning Vests b. Hard Hats c. Safety Glasses d. Steel-toed Workboots e. Leather Gloves f. Hearing protection g. Long Sleeve Shirts/Long Leg Pants	1. Daily equipment inspections as per Manufacturers requirements 2. Excavation inspection permit 3. Confined space permit (potential) 4. Inspection of all emergency equipment (i.e., first aid kits, fire extinguishers) 5. Verify all equipment operators are at least 21 years of age, per Company Policy requirements 6. Verify operation of communication equipment (telephones and walkie-talkies)	A. Review AHA with all task personnel (including all workers) B. Review operations/safety manuals for all equipment utilized for Excavation C. Review site specific chemical hazards and MSDS D. Verify that at least two persons are on each shift that are Certified in First Aid and CPR

Page 2 of 2

Complete and Export AHA To Government

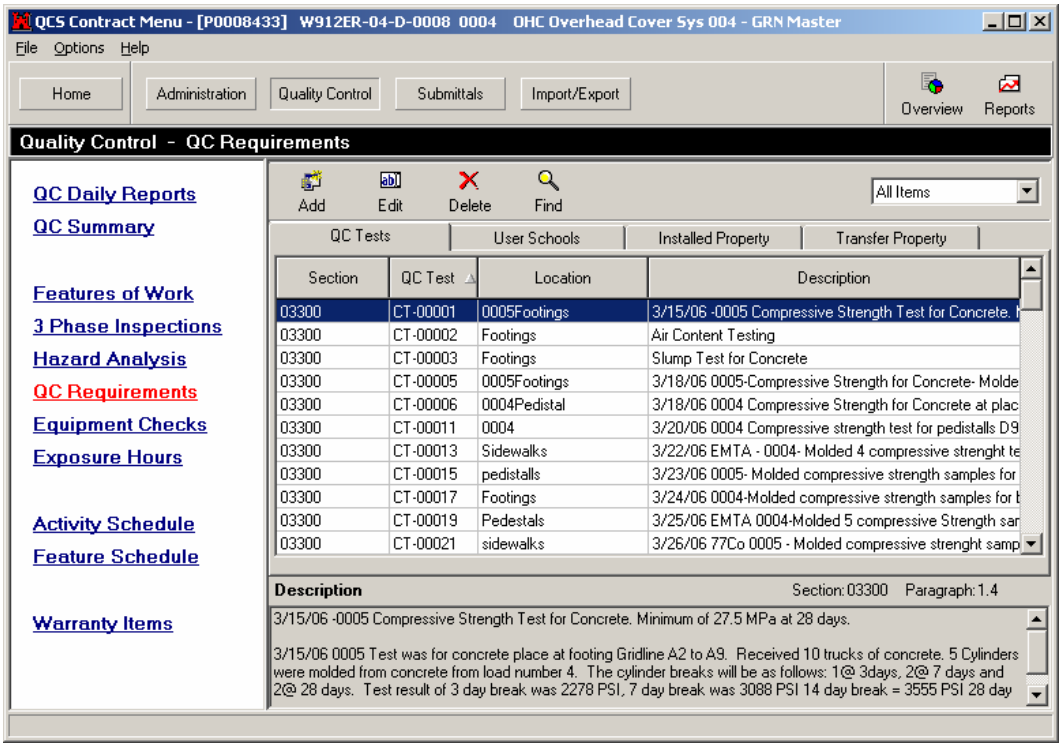
Once the Hazard Analysis is complete, mark it accordingly and export the contract to RMS. Once this is done, your Hazard Analysis will be in a View only mode. The next step is for the Government to review the AHA and either accept it or return it for further action.



QC Requirements

QC Requirements include four (4) separate items for control and tracking. Each of the items is located under a separate Tab, as can be seen below. Each of these will be discussed in detail.

1. **QC Tests**
2. **User Schools**
3. **Installed Property**
4. **Transfer Property**

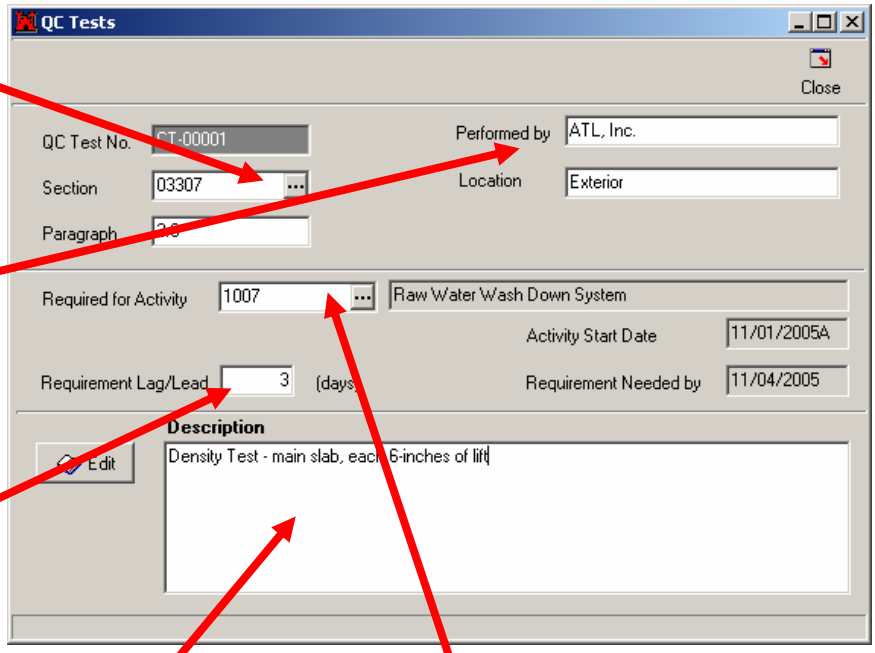

QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Quality Control - QC Requirements
QC Daily Reports
QC Summary
Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours
Activity Schedule
Feature Schedule
Warranty Items
Add
Edit
Delete
Find
All Items
QC Tests
User Schools
Installed Property
Transfer Property
Section
QC Test
Location
Description
03300 CT-00001 0005Footings 3/15/06 -0005 Compressive Strength Test for Concrete.
03300 CT-00002 Footings Air Content Testing
03300 CT-00003 Footings Slump Test for Concrete
03300 CT-00005 0005Footings 3/18/06 0005-Compressive Strength for Concrete- Molde
03300 CT-00006 0004Pedistal 3/18/06 0004 Compressive Strength for Concrete at plac
03300 CT-00011 0004 3/20/06 0004 Compressive strength test for pedistalls D9
03300 CT-00013 Sidewalks 3/22/06 EMTA - 0004- Molded 4 compressive strenght te
03300 CT-00015 pedistalls 3/23/06 0005- Molded compressive strength samples for
03300 CT-00017 Footings 3/24/06 0004-Molded compressive strength samples for
03300 CT-00019 Pedestals 3/25/06 EMTA 0004-Molded 5 compressive Strength sar
03300 CT-00021 sidewalks 3/26/06 77Co 0005 - Molded compressive strenght samp
Description
Section: 03300 Paragraph: 1.4
3/15/06 -0005 Compressive Strength Test for Concrete. Minimum of 27.5 MPa at 28 days.
3/15/06 0005 Test was for concrete place at footing Gridline A2 to A9. Received 10 trucks of concrete. 5 Cylinders were molded from concrete from load number 4. The cylinder breaks will be as follows: 1@ 3days, 2@ 7 days and 2@ 28 days. Test result of 3 day break was 2278 PSI, 7 day break was 3088 PSI 14 day break = 3555 PSI 28 day

Quality Control Tests

Quality Control Tests are defined in the Contract and are based on engineering and construction judgment as to the type and number of tests to be accomplished. After the award of the contract, the Contractor will further define the method and quantity of tests based on the material quantity and/or equipment options he has chosen to incorporate into the work. These tests are given the prefix “CT” (Control Test) and take the form of “CT-####” for numbering and tracking purposes contained in various reports. The Contractor is responsible for performing the tests and reporting the results of the tests to the Government. If a test fails, the Contractor must correct the problem and report that it is corrected. This reporting is accomplished within the Contractor’s Daily Quality Control Report (QCR).

With the TAB “QC Tests” selected, push the **Add** button to add QC tests. The QCS program will select the next sequential number. This number cannot be changed.

QC Tests Window



Use the lookup to select the related specification section for this test and follow that by adding the referenced paragraph number.

Indicate who will perform the Test and where it is located. Reports can produce a listing by *Location* or *Responsibility.*

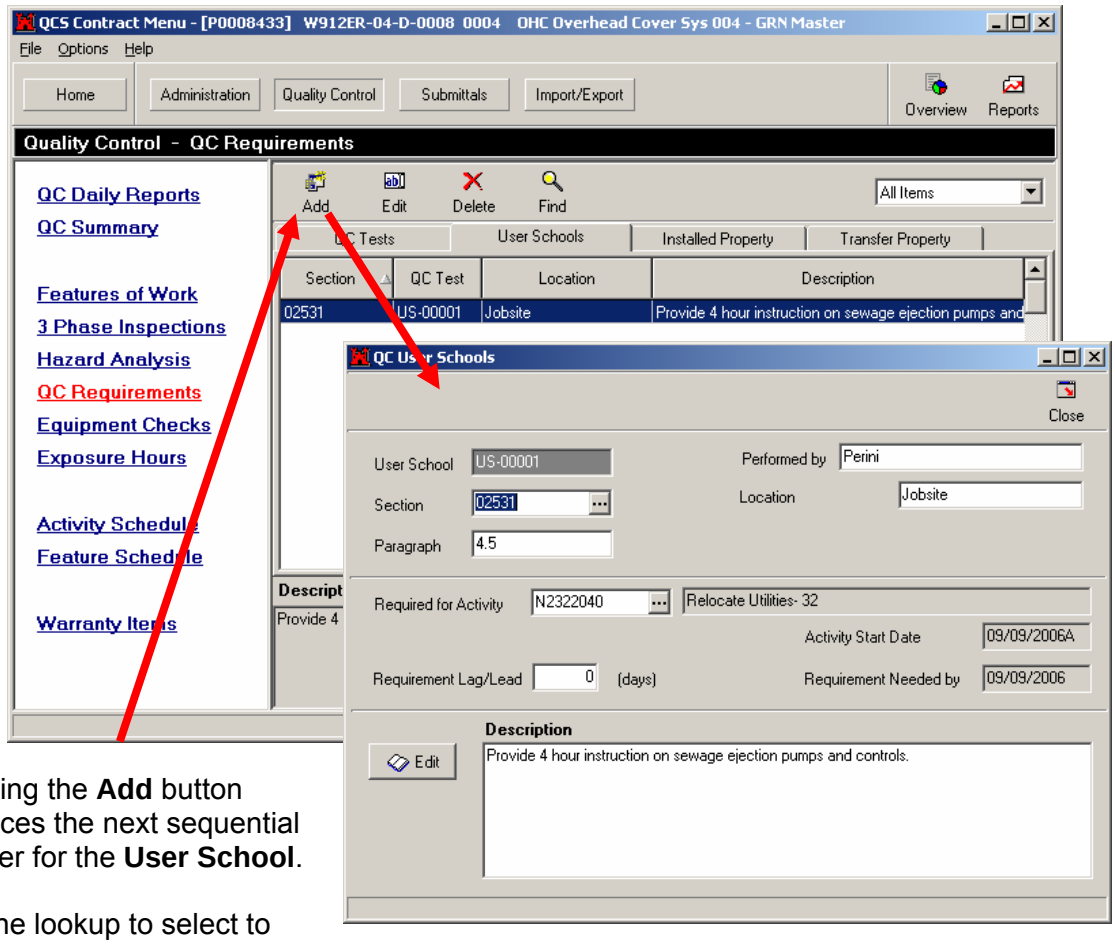
Indicate the number of days before or after the activity begins that the test is required to be performed. (A “+” will occur AFTER activity start and a “–“will occur PRIOR to the activity starting.)

The *Required for Activity* entry is critical and is tracked to completion in many areas of QCS. Use the lookup to select the *Pay Activity* for this test.

Enter an appropriate description of the test and repeat the process for all required QC Tests to be performed. The number and type of test should match the Contractor’s Quality Control Plan.

User Schools

User Schools represents the *Training* or *Instruction* the contractor must provide the Customer on equipment or systems provided and installed as part of the contract. They have the prefix "**US**" and take the form of **"US-####"** for numbering and tracking purposes. As each session of the *Training* or *Instruction* is completed, it is reported on the Contractor's Daily QCR. A Government representative may ensure that it was accomplished appropriately and if not, have it repeated to comply with the contract documents. The Customer (User) will often neglect attending the training and then complain that none was offered. Our records help protect the Corps of Engineers and the contractor from that situation.



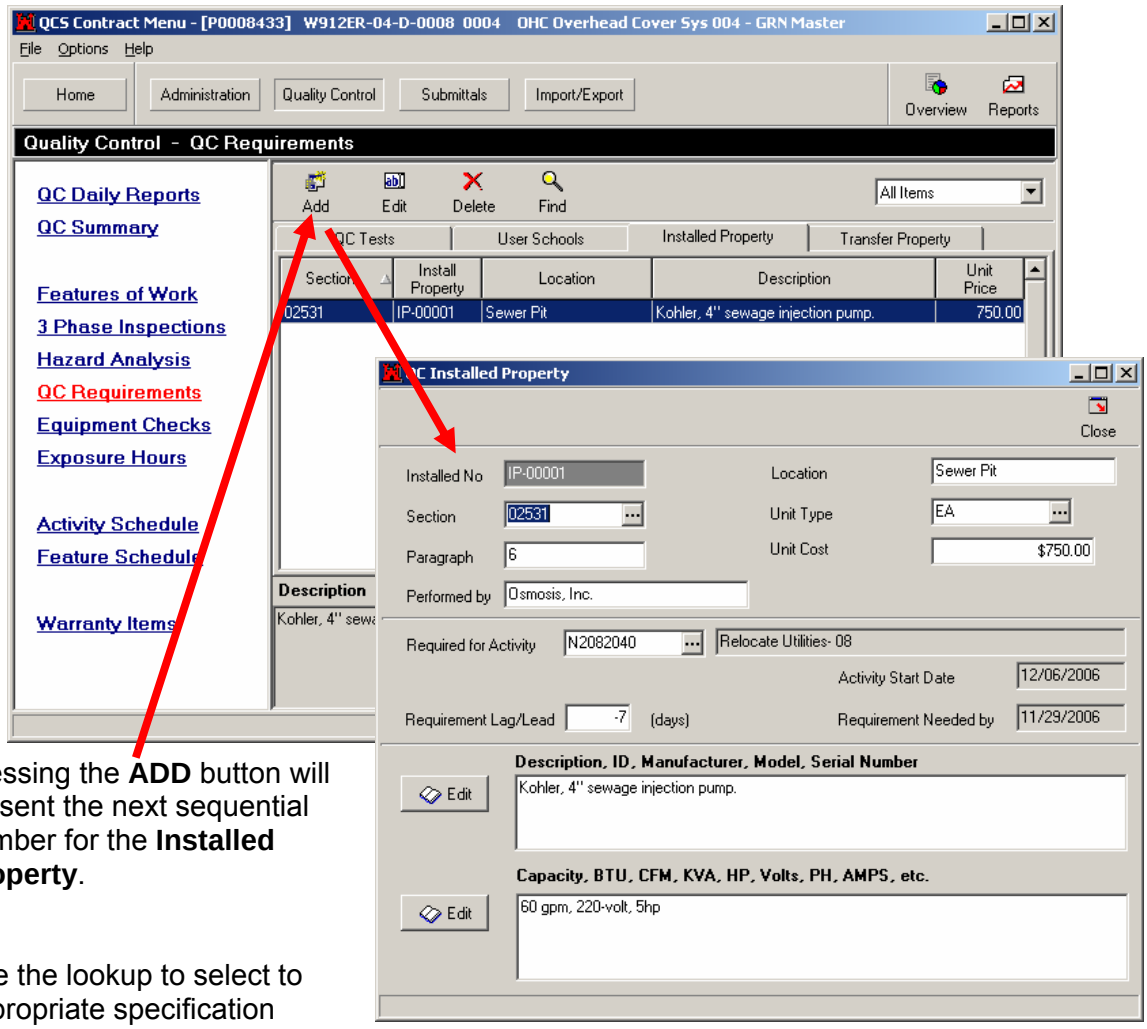
Pressing the **Add** button produces the next sequential number for the **User School**.

Use the lookup to select to appropriate specification section, enter the paragraph number and use the lookup to link the **User School** to the Contractor Pay Activity.

The **Description** of the required schooling or training should be complete and accurate.

Installed Property

Installed Property are those items of equipment that are incorporated into the design of a facility. These are typically those pieces of equipment that may require maintenance, have serial numbers and can be accounted for individually. It is the Designer that specifies the equipment, based upon Design guidance provided by the Government Design or Using Agency. These items are given the prefix "**IP**" and take the form of **"IP-####"** for numbering and tracking purposes. As the **Installed Property** arrives at the jobsite, it is compared to the approved Shop Drawings for conformance to the contract; the serial number and other information is recorded and reported within the Daily QCR.



Pressing the **ADD** button will present the next sequential number for the **Installed Property**.

Use the lookup to select to appropriate specification section, enter the paragraph number and use the lookup to link the **Installed Property** to the appropriate contractor Pay Activity (**P1-3290** in this example).

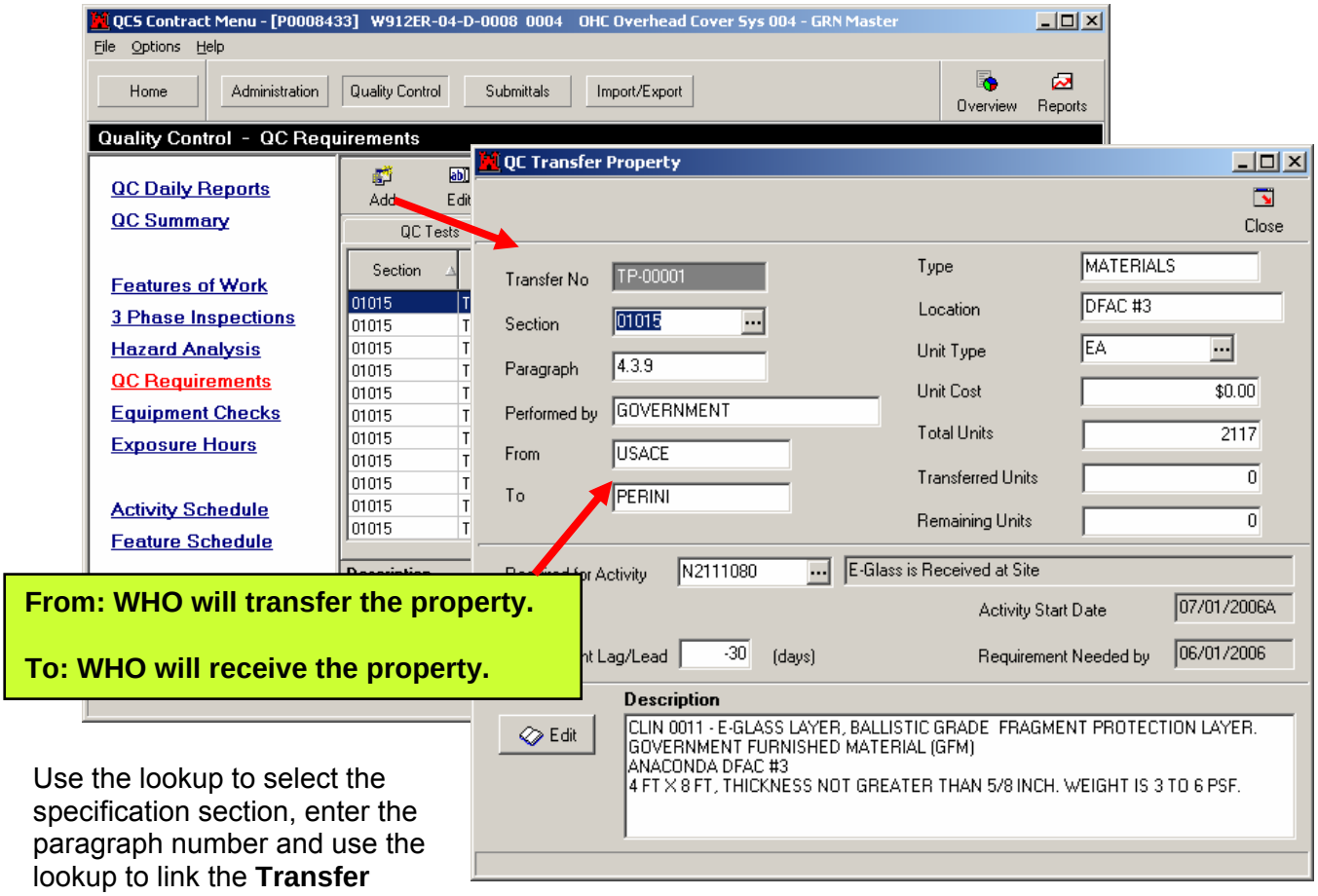
Indicate the number of days before or after the activity begins that the installed property is required to be performed. (A "+" will occur **AFTER** activity start and a "–"will occur **PRIOR** to the activity starting.)

Enter the Description, ID, Capacity, etc., for the item in the applicable fields. The preliminary listing will typically be as shown on the contract drawings. However, as submittals are provided for the property, these fields should be updated. After the property is received the actual serial number and confirmation of other data should be entered to accurately reflect the particulars of the property.

Transfer Property

Transfer Property is that property that "*changes hands*" during the construction process. Examples would include Government Furnished Property (GFP) that the contractor would install or consume during the contract performance. It would also include spare parts and supplies that are furnished by the contractor as part of the contract requirements. It could also include equipment or materials that were deleted as part of a contract modification and that were beneficial for the Government to retain rather than get some minimum token credit for the deletion. These items are given the prefix "**TP**" and take the form of "**TP-####**" for numbering and tracking purposes. As the contractor receives or provides the **Transfer Property** it is reported within his Daily QCR. The Government should also track the property on *DD Form 1149* and include it with the contract *Closeout Documents*.

Pressing the **Add** button will present the next sequential number for the **Transfer Property.**



Use the lookup to select the specification section, enter the paragraph number and use the lookup to link the **Transfer Property** to the Contractor Pay Activity.

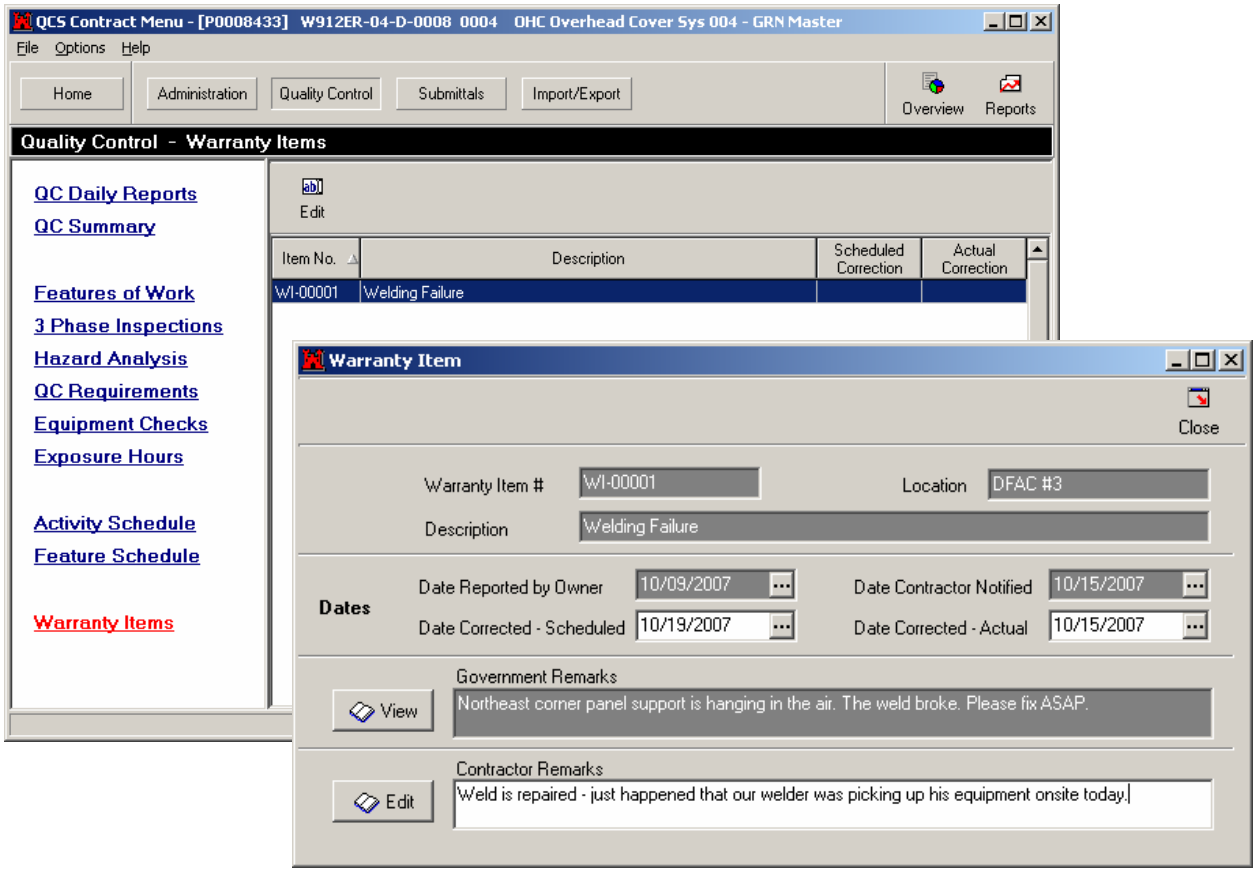
Indicate the number of days before or after the activity begins that the property is required to be transferred. (A "+" will occur **AFTER** activity start and a "–"will occur **PRIOR** to the activity starting.)

The remaining cells are self-explanatory. The right side of the screen, relating to the Transfer of the Property, will be complete during preparation of the QC Daily Report when the actual transfer takes place.

Warranty Items

Warranty items are those actions to be taken by the Contractor after the contract is complete. This period of time is typically specified to be a twelve month period beginning from acceptance of the facility.

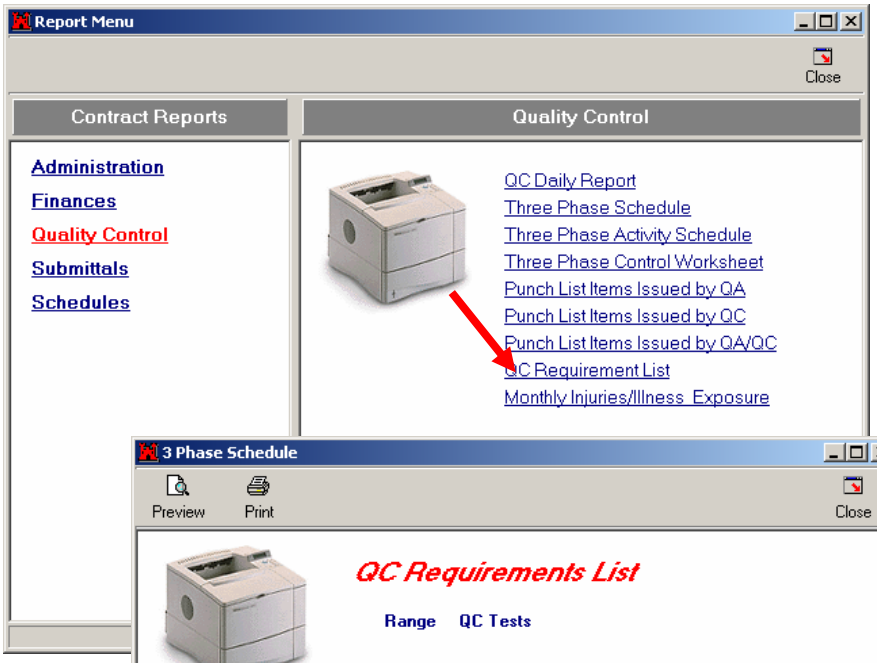
Warranty items are entered into the Government System (RMS) as they are reported by the facility occupant or are discovered during various Post-Completion Inspections by the Government. The comments/actions are then exported to the Contractor as a normal export.

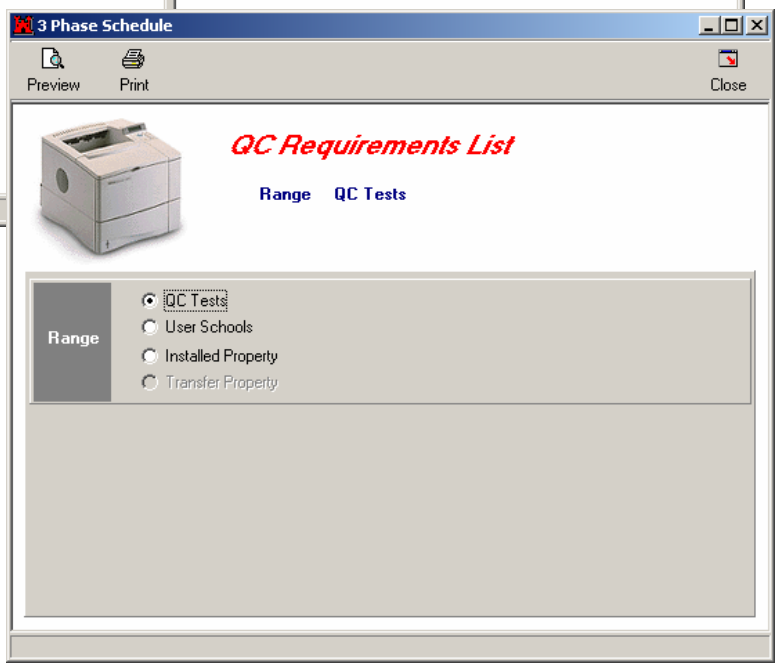


The contractor will be tasked to investigate the warranty item and correct it if required. QCS is used to document the process and to track the item to completion. The Government will also track the completion and enter comments into RMS as to the effectiveness of the Contractor response to warranty calls.

Reports for Planning

Listing reports of each type of QC Requirements discussed above will be available when this module is completed. In addition, Planning Worksheets (both blank and data filled) will also be included at a later date.



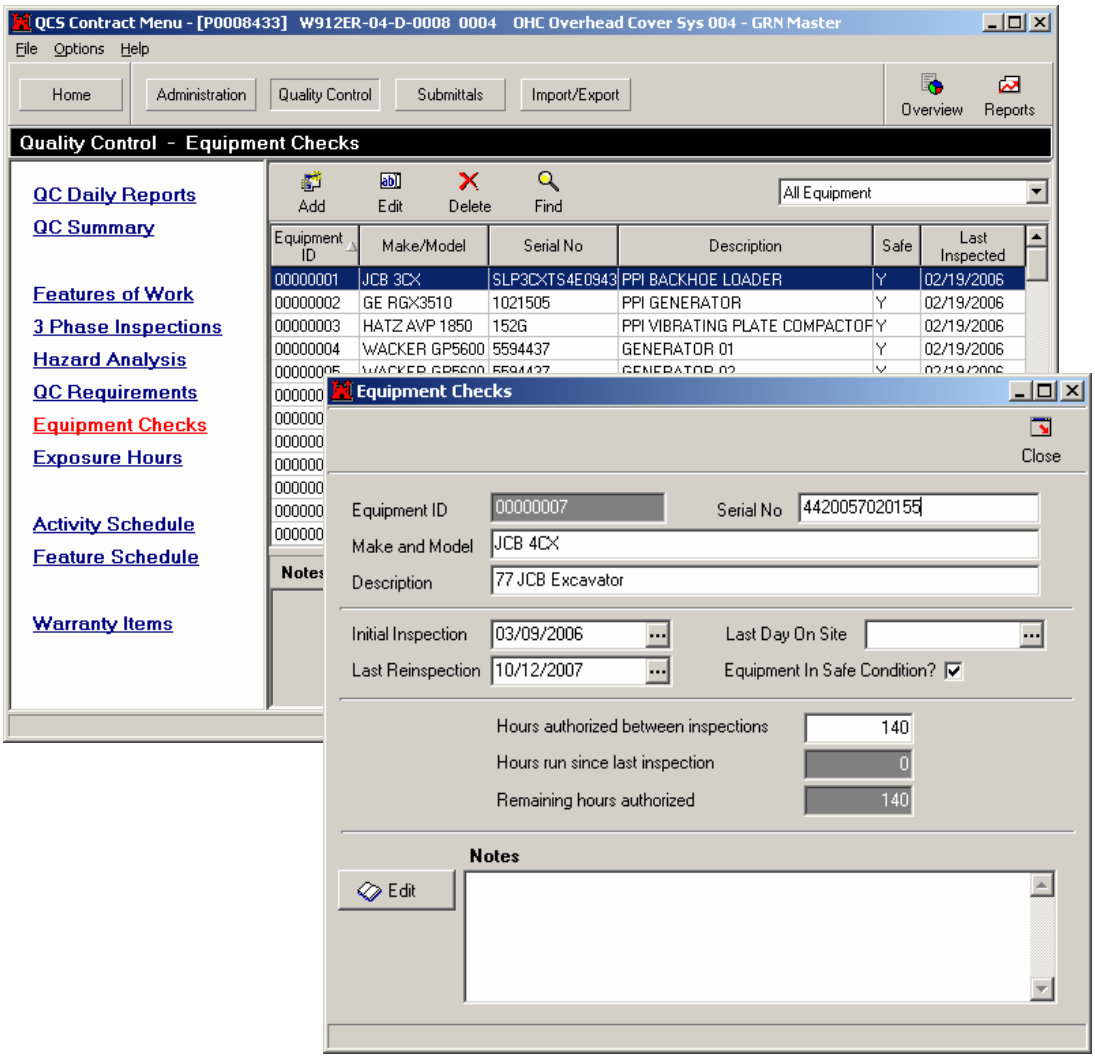


Currently, under "*QC Requirements List*", there are reports available for **QC Tests, User Schools** and **Installed Property.**

Transfer Property is not yet complete.

Equipment Checks

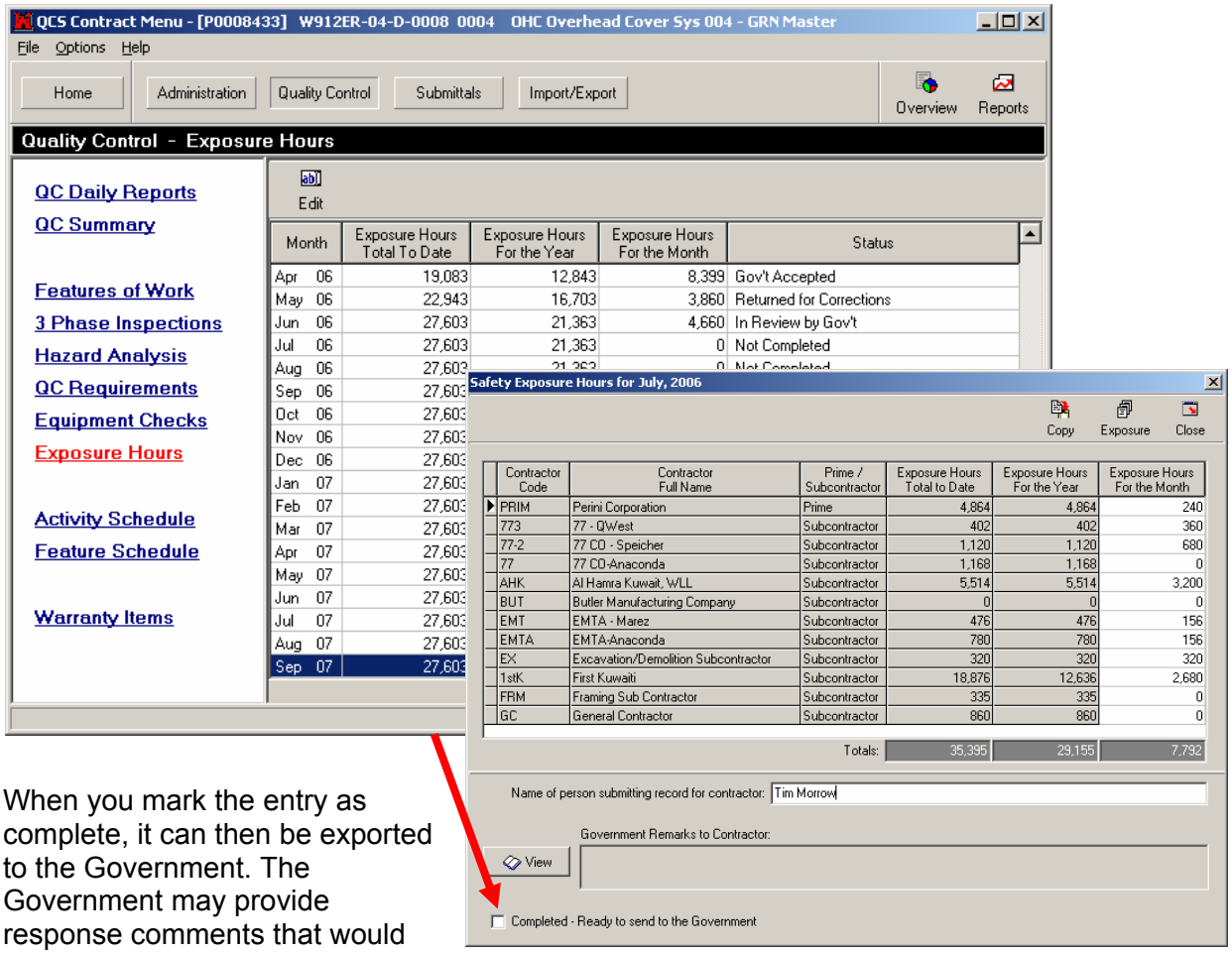
All equipment that requires a mechanic's inspection should be entered here – not 'hand tools'. The entries will then be available to report their use and standby time on the Contractor Daily Quality Control Report (QCR).



Exposure Hours

The Safety and Health Requirements Manual, EM 385-1-1, at section 01 (Program Management), Paragraph 01.D (Accident Reporting and Recording), sub-paragraph 01.D.05, requires the Prime Contractor to provide a monthly record of all exposure and accident experience of the Prime Contractor and all Subcontractors relative to the work. The information is captured here and will produce the required exposure report to be provided to the Government.

You are able to **Copy** the prior month to save time. You would then just change the hours for each contractor as appropriate for the current month.


QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master
File Options Help
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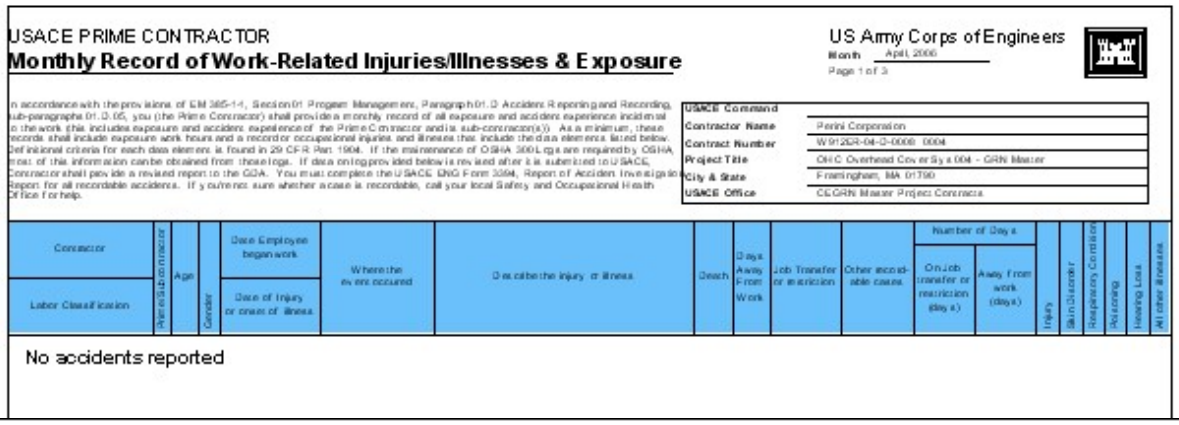
Reports
Quality Control - Exposure Hours
QC Daily Reports
QC Summary
Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours
Activity Schedule
Feature Schedule
Warranty Items
Edit
Month
Exposure Hours Total To Date
Exposure Hours For the Year
Exposure Hours For the Month
Status
Apr 06 19,083 12,843 8,399 Gov't Accepted
May 06 22,943 16,703 3,860 Returned for Corrections
Jun 06 27,603 21,363 4,660 In Review by Gov't
Jul 06 27,603 21,363 0 Not Completed
Safety Exposure Hours for July, 2006
Copy
Exposure
Close
Contractor Code
Contractor Full Name
Prime / Subcontractor
Exposure Hours Total to Date
Exposure Hours For the Year
Exposure Hours For the Month
PRIM Perini Corporation Prime 4,864 4,864 240
773 77 - QWest Subcontractor 402 402 360
77-2 77 CO - Speicher Subcontractor 1,120 1,120 680
77 77 CO-Anaconda Subcontractor 1,168 1,168 0
AHK Al Hamra Kuwait, WLL Subcontractor 5,514 5,514 3,200
BUT Butler Manufacturing Company Subcontractor 0 0 0
EMT EMTA - Marez Subcontractor 476 476 156
EMTA EMTA-Anaconda Subcontractor 780 780 156
EX Excavation/Demolition Subcontractor Subcontractor 320 320 320
1stK First Kuwaiti Subcontractor 18,876 12,636 2,680
FRM Framing Sub Contractor Subcontractor 335 335 0
GC General Contractor Subcontractor 860 860 0
Totals: 35,395 29,155 7,792
Name of person submitting record for contractor: Tim Morrow
Government Remarks to Contractor:
View
Completed - Ready to send to the Government

When you mark the entry as complete, it can then be exported to the Government. The Government may provide response comments that would be sent back to you on the next exchange of data.

Monthly Record of Work-Related Injuries/Illnesses & Exposure



USACE PRIME CONTRACTOR

Monthly Record of Work-Related Injuries/Illnesses & Exposure

US Army Corps of Engineers

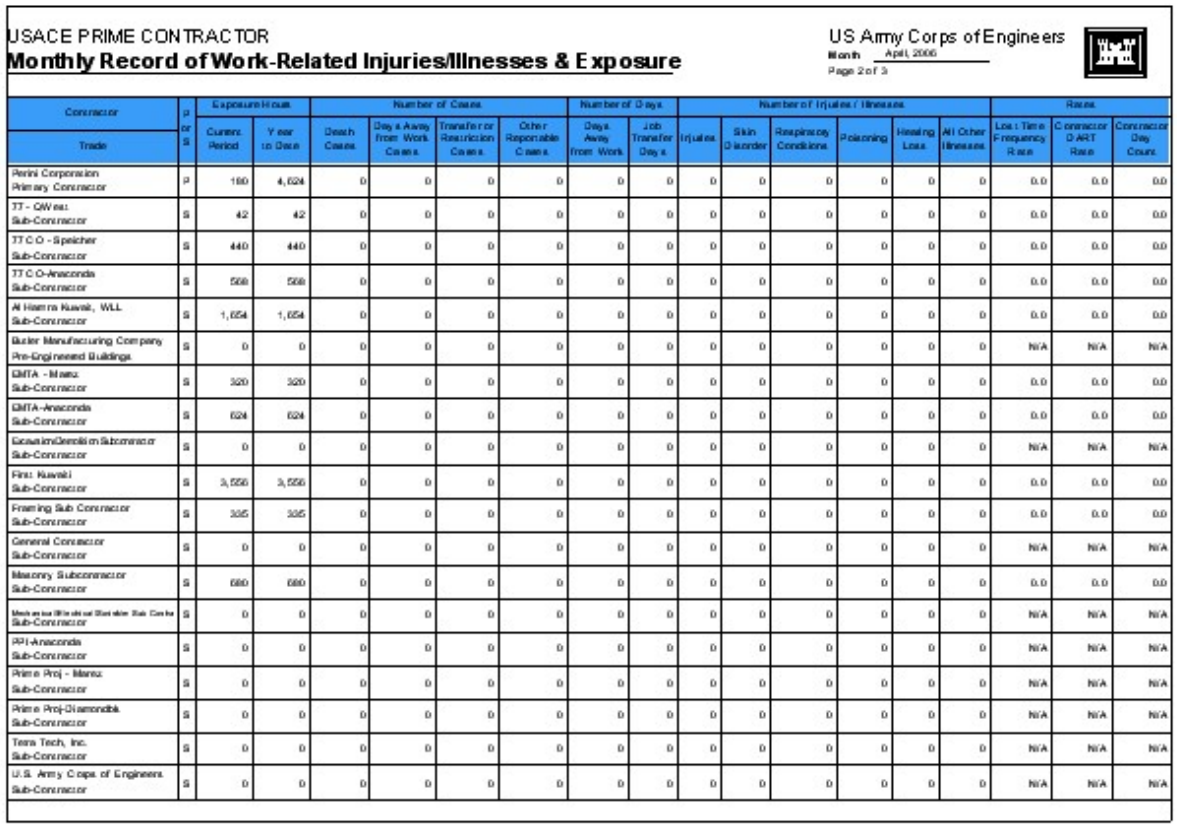
Month April, 2006

Page 1 of 3

In accordance with the provisions of EM 385-1-1, Section 01 Program Management, Paragraph 01.D Accident Reporting and Recording, sub-paragraphs 01.D.05, you (the Prime Contractor) shall provide a monthly record of all exposure and accident experience incidental to the work this includes exposure and accident experience of the Prime Contractor and its sub-contractor(s). As a minimum, these records shall include exposure work hours and a record for occupational injuries and illnesses that include the data elements listed below. Definitional criteria for each data elements is found in 29 CFR Part 1904. If the maintenance of OSHA 300 Logs are required by OSHA, most of this information can be obtained from these logs. If data only provided below is revised after it is submitted to USACE, Contractor shall provide a revised report to the COA. You must complete the USACE ENG Form 3394, Report of Accident Investigation Report for all recordable accidents. If you are not sure whether a case is recordable, call your local Safety and Occupational Health Office for help.

USACE Command	
Contractor Name	Perini Corporation
Contract Number	W912DR-04-D-0009 0004
Project Title	OHC Overhead Cover Sys 004 - CRN Master
City & State	Framingham, MA 01760
USACE Office	CECRN Master Project Contracts

Contractor / Labor Classification	Prime/Subcontractor	Age	Calendar	Date Employee began work / Date of Injury or onset of illness	Where the event occurred	Describe the injury or illness	Death	Days Away From Work	Job Transfer or restriction	Other recordable cases	Number of Days: On Job transfer or restriction (days)	Number of Days: Away from work (days)	Injury	Skin Disorder	Respiratory Condition	Poisoning	Hearing Loss	All Other Illnesses
No accidents reported																		



USACE PRIME CONTRACTOR

Monthly Record of Work-Related Injuries/Illnesses & Exposure

US Army Corps of Engineers

Month April, 2006

Page 2 of 3

Contractor / Trade	P or S	Exposure Hours: Current Period	Exposure Hours: Year to Date	Number of Cases: Death Cases	Number of Cases: Days Away from Work Cases	Number of Cases: Transfer or Restriction Cases	Number of Cases: Other Reportable Cases	Number of Days: Days Away from Work	Number of Days: Job Transfer Days	Number of Injuries / Illnesses: Injuries	Skin Disorder	Respiratory Conditions	Poisoning	Hearing Loss	All Other Illnesses	Rates: Lost Time Frequency Rate	Rates: Contractor DART Rate	Rates: Contractor Day Count
Perini Corporation Primary Contractor	P	160	4,624	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
TT - QWest Sub-Contractor	S	42	42	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
TTCO - Speicher Sub-Contractor	S	440	440	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
TTCO-Anaconda Sub-Contractor	S	568	568	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
Al Hamra Kuwait, WLL Sub-Contractor	S	1,054	1,054	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
Butler Manufacturing Company Pre-Engineered Buildings	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
EMTA - Manz Sub-Contractor	S	320	320	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
EMTA-Anaconda Sub-Contractor	S	624	624	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
Excavation/Demolition Subcontractor Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
First Kuwaiti Sub-Contractor	S	3,556	3,556	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
Framing Sub Contractor Sub-Contractor	S	336	336	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
General Contractor Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Masonry Subcontractor Sub-Contractor	S	680	680	0	0	0	0	0	0	0	0	0	0	0	0	0.0	0.0	0.0
[illegible] Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
PPI-Anaconda Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Prime Proj - Manz Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Prime Proj-Diamondbk Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Terra Tech, Inc. Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
U.S. Army Corps of Engineers Sub-Contractor	S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A

Chapter 3 – CQC – Daily Report

What you will learn from this Chapter:

Quality Control Report and QCS

- QC Report Date
- Weather
- QC Narratives
- Punch List Items Listed by QC
- Punch List Items Listed by QA
- User Schooling
- QC Testing
- Transfer Property
- Installed Property
- Prep/Initial Inspections
- Activities Started/Finish
- Contractor's on Site
- Labor / Equipment Hours
- Accident Reporting

Contractor Quality Control – Daily Report

Overview

This chapter furnishes information on the **Contractor Quality Control Report** and provides instructions for utilizing the **Quality Control Report** modules of the QCS program.

As a contract progresses, daily reports are made by both the contractor and the government. These reports include activities started and completed, inspections made, QC requirements met, problems encountered and a variety of other information. The Daily QC Report provides a place to enter all that data.

Obtaining quality construction is a combined responsibility of the construction contractor and the government. Their mutual goal must be a quality product conforming to the contract requirements. A cooperative and professional working relationship should be established in order to realize this common goal. The contract documents establish the quality required in a project to be constructed.

The Government requires the Contractor to create a Contractor Quality Control Plan, tailored for their contract, to outline how Quality Control will be managed on this particular contract. While Quality Assurance (QA) in RMS provides the vehicle by which the Government can create a daily report and monitor the Contractor's actions and records, it is Quality Control (QC) within QCS that provides the Contractor a means to create daily reports and to maintain contract records.

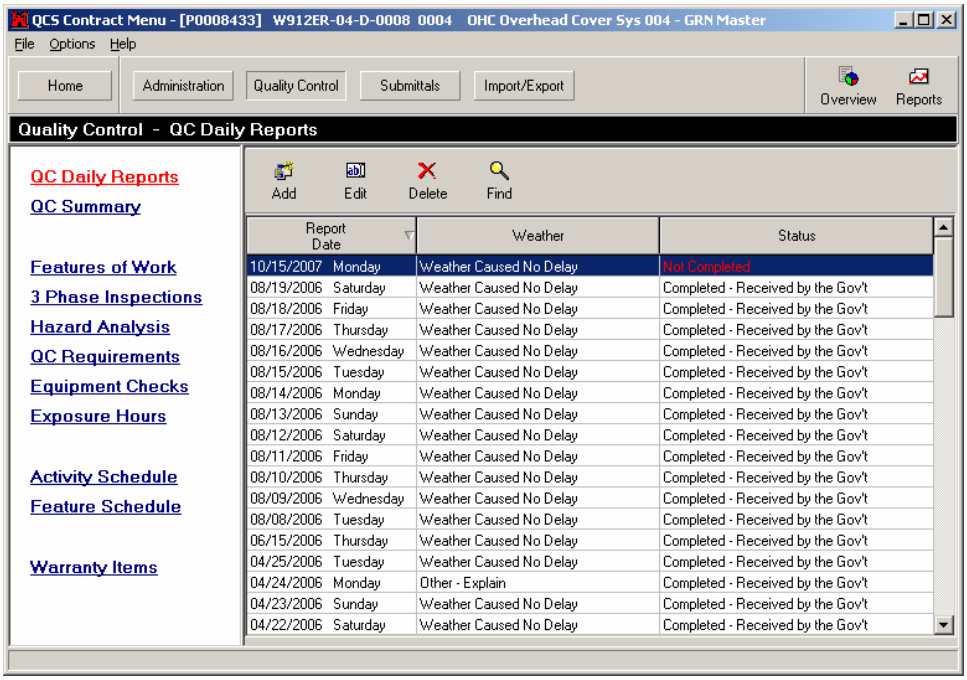
Much of the data entered by the Contractor is interdependent with other options throughout RMS. Special attention should be placed on **Prep/Initial Dates**, **Activity Start/Finish**, **User Schools**, **QC Testing**, **Transfer Property**, **Installed Property**, **Punch List Items** and **Contractor's On-Site** options as they are linked to other vital functions of the RMS program.

Daily Quality Control Report

Selecting the **QC Daily Reports** lets you enter data for that day only. The date is automatically entered on each screen and you will see only outstanding or incomplete tests, inspections, activities, etc., for that particular date. This makes is quite easy to find a particular item. Selecting the **QC Summary** option will place you in a ***Read Only*** mode, but you will be able to review all items for all dates entered.

Military (Iraq) Report

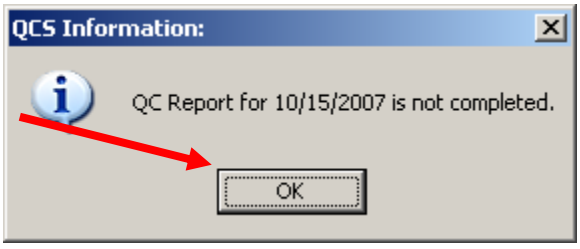
Status columns have been added to enable you to view the status of each QC Report. The columns indicate whether a report is complete, not completed, not received, sent to the Government, returned from the Government, etc.


QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Quality Control - QC Daily Reports
QC Daily Reports
QC Summary
Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours
Activity Schedule
Feature Schedule
Warranty Items
Add
Edit
Delete
Find
Report Date
Weather
Status
10/15/2007 Monday Weather Caused No Delay Not Completed
08/19/2006 Saturday Weather Caused No Delay Completed - Received by the Gov't
08/18/2006 Friday Weather Caused No Delay Completed - Received by the Gov't
08/17/2006 Thursday Weather Caused No Delay Completed - Received by the Gov't
08/16/2006 Wednesday Weather Caused No Delay Completed - Received by the Gov't
08/15/2006 Tuesday Weather Caused No Delay Completed - Received by the Gov't
08/14/2006 Monday Weather Caused No Delay Completed - Received by the Gov't
08/13/2006 Sunday Weather Caused No Delay Completed - Received by the Gov't
08/12/2006 Saturday Weather Caused No Delay Completed - Received by the Gov't
08/11/2006 Friday Weather Caused No Delay Completed - Received by the Gov't
08/10/2006 Thursday Weather Caused No Delay Completed - Received by the Gov't
08/09/2006 Wednesday Weather Caused No Delay Completed - Received by the Gov't
08/08/2006 Tuesday Weather Caused No Delay Completed - Received by the Gov't
06/15/2006 Thursday Weather Caused No Delay Completed - Received by the Gov't
04/25/2006 Tuesday Weather Caused No Delay Completed - Received by the Gov't
04/24/2006 Monday Other - Explain Completed - Received by the Gov't
04/23/2006 Sunday Weather Caused No Delay Completed - Received by the Gov't
04/22/2006 Saturday Weather Caused No Delay Completed - Received by the Gov't

QC Report Date

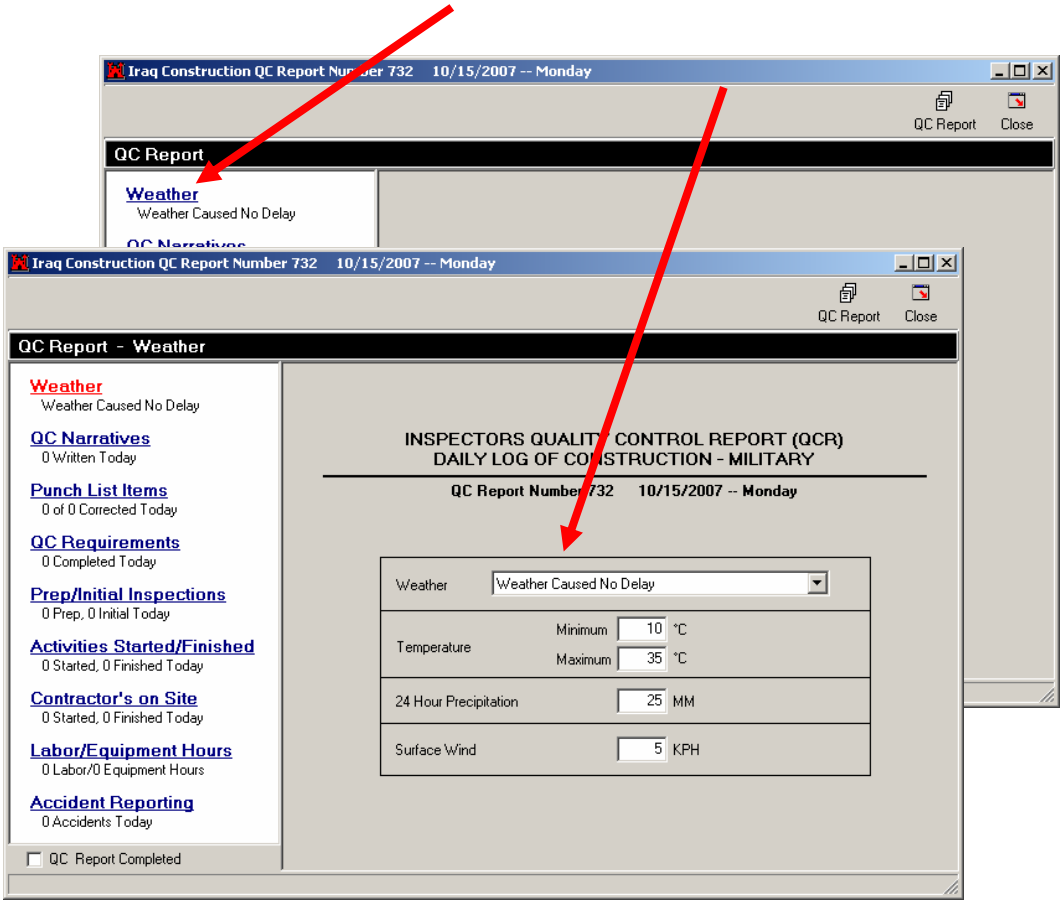
Push the **Add** button and a popup calendar will appear. You can then select a date for the report you wish to create.

If you have not “marked as completed” a prior report, you will first see this popup screen.



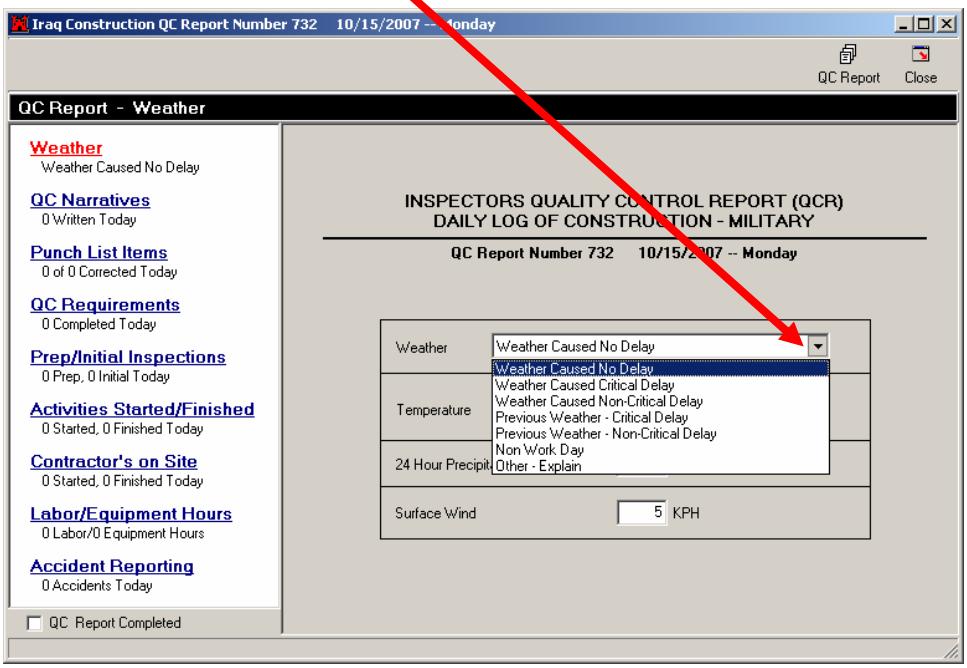
Entering Weather Data

Highlight the first selection, **Weather**, to begin preparing the **QC Daily Report** (QCR). The screen will change and provide the fields for the weather information.



1. The **Report Number** and **Date** are automatically reflected based upon the date just selected. The report number reflects the day of the contract from the **Construction Start Date** of the contract. The **Construction Start Date** must be entered in RMS before you will be able to create a Daily Report.

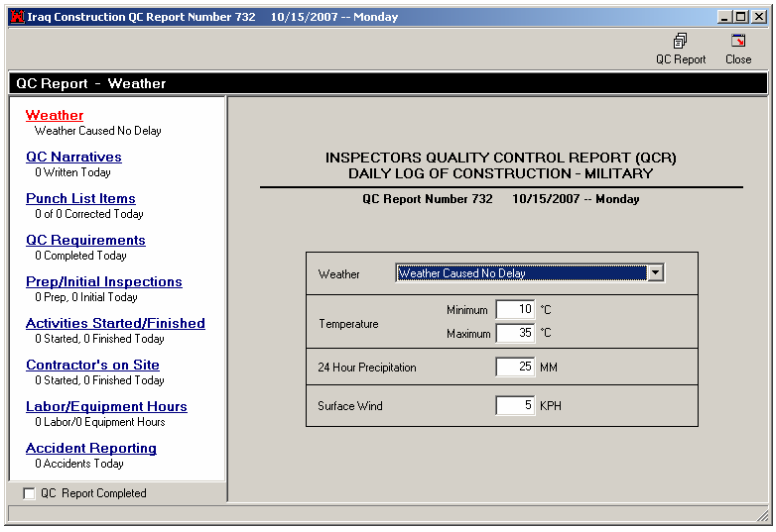
2. Use the mouse to access the Weather *drop-down* menu and select the appropriate description for the weather.



3. Record the minimum and maximum temperatures for the shift worked and the amount, if any, of precipitation and wind that occurred.

Note: Weather delays occur when more than 50% of the workday (24 hour period) is unsuitable for the work in progress.

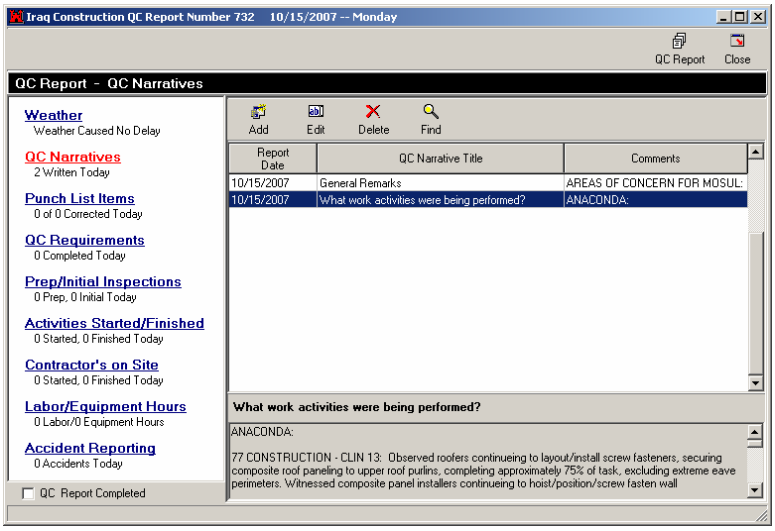
In addition, severe weather, such as rain, may impact the days following the actual weather occurrence.



Notice that this screen reflects METRIC units. The Government system, RMS, affords the option of either US Units or METRIC Units.

Possible choices for weather:

- Weather caused No Delay
- Weather caused Critical Delay
- Weather caused Non-critical Delay
- Previous Weather caused Critical Delay
- Previous Weather caused Non-critical Delay
- Non-Work Day
- Other – Explain



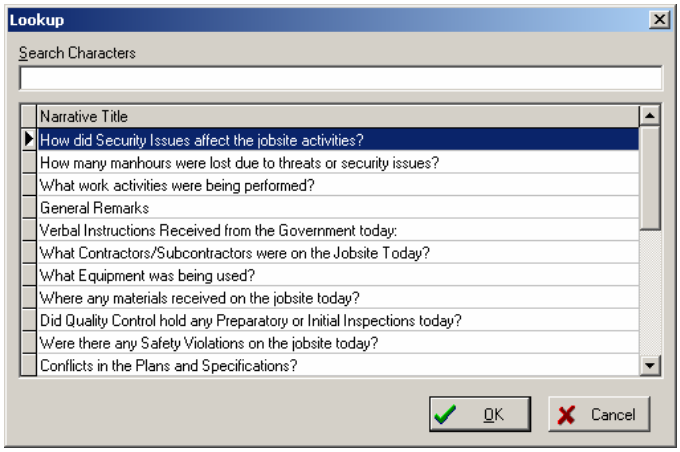
When completed entering **Weather** data, highlight **QC Narrative**s to begin preparing the remainder of the QC Report.

QC Narratives

The **QC Narrative** provides the Contractor with a variety of topics in which to record the days' activities. When you add a narrative you have a choice to either enter them manually, or to copy from a previous day or even from a previous shift, if applicable. On selecting to enter manually, a **Lookup** provides you with several topics from which to choose. These topics are simply the *headings* that are printed on the report form for each narrative or group of narratives. If a Contractor desires an additional *heading,* other than those shown, the Government must first add the desired *heading* in the Government's main RMS program. If no headings are entered, you will see a message letting you know that such are not entered in the District Library.

A narrative is a paragraph, or Memo field for each individual narrative. QCS can accept an unlimited number of narratives for a particular day. The paragraphs may contain your observations and comments, such as: Verbal Instructions given by the Government, Activities in Progress, and so forth. The information is simple text and it may be spell checked and imported or exported to/from other Word Processing programs. The data cannot be directly sorted; compared or extracted to a database (you would use another software package for this.) Keep in mind that your report content should be a "*record of facts*" and you should avoid personal "*opinions*" whenever possible.

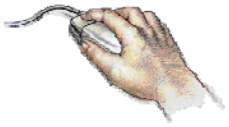
When you hit the **Add** button, your choices from the popup menu will be to either add a narrative manually or to copy from a previous report day or Shift.


Lookup
Search Characters
Narrative Title
How did Security Issues affect the jobsite activities?
How many manhours were lost due to threats or security issues?
What work activities were being performed?
General Remarks
Verbal Instructions Received from the Government today:
What Contractors/Subcontractors were on the Jobsite Today?
What Equipment was being used?
Where any materials received on the jobsite today?
Did Quality Control hold any Preparatory or Initial Inspections today?
Were there any Safety Violations on the jobsite today?
Conflicts in the Plans and Specifications?
OK
Cancel

Selecting the **Add a Narrative Manually** provides this lookup of **Narrative Types** within the program. The type of narrative shown is governed by the RMS program in their **District Library.**

Place the cursor on the desired **Narrative Type** and push the **OK** button.

Or, double mouse-click the desired **Narrative Type.**

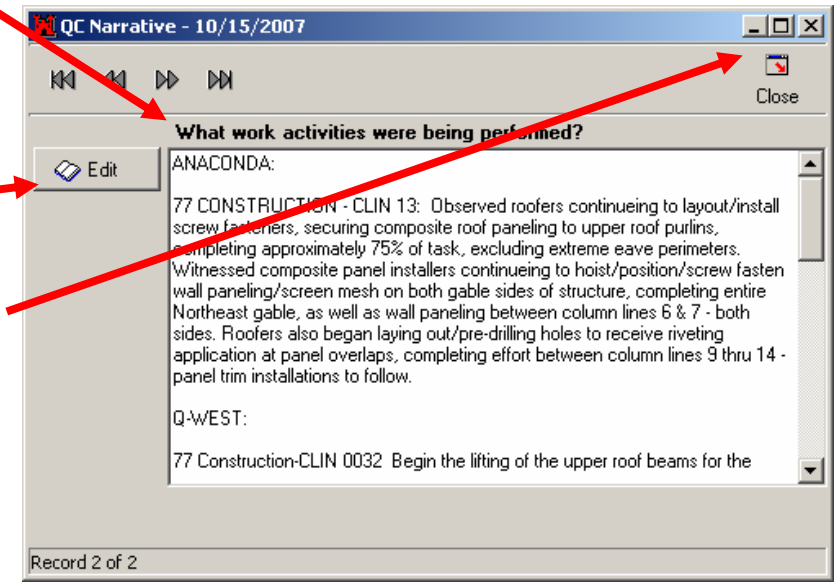


The two 'security' narratives are extremely important here in Iraq. It is requested that the narratives be addressed in every Daily Report.

Enter comments relative to the selected **Narrative Type** here.

You can use a larger screen, use **Spell Check, Cut and Paste,** etc., by pushing the **Edit** button.

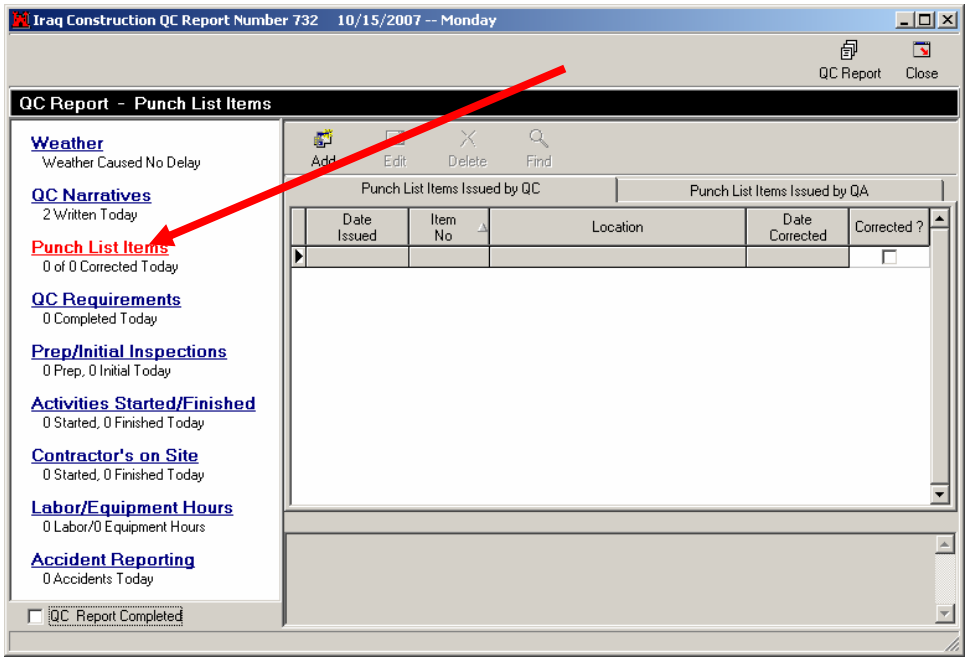
Push the **CLOSE** button in the upper right-hand corner of the screen. You may then enter additional narratives, or continue with other portions or sections of the *QC Daily Report.*


QC Narrative - 10/15/2007
Close
What work activities were being performed?
Edit
ANACONDA:
77 CONSTRUCTION - CLIN 13: Observed roofers continueing to layout/install screw fasteners, securing composite roof paneling to upper roof purlins, completing approximately 75% of task, excluding extreme eave perimeters. Witnessed composite panel installers continueing to hoist/position/screw fasten wall paneling/screen mesh on both gable sides of structure, completing entire Northeast gable, as well as wall paneling between column lines 6 & 7 - both sides. Roofers also began laying out/pre-drilling holes to receive riveting application at panel overlaps, completing effort between column lines 9 thru 14 - panel trim installations to follow.
Q-WEST:
77 Construction-CLIN 0032 Begin the lifting of the upper roof beams for the
Record 2 of 2

Note: If you choose to copy narratives from a previous day, a pop-up calendar will appear. You select the day and QCS will copy all the narratives for that particular day into the current report. You could then modify, delete or even add new narratives as required. Once you add a narrative manually, you will not be able to copy narratives from a previous day on that days report.

Punch List Items (aka Deficiency Tracking System)

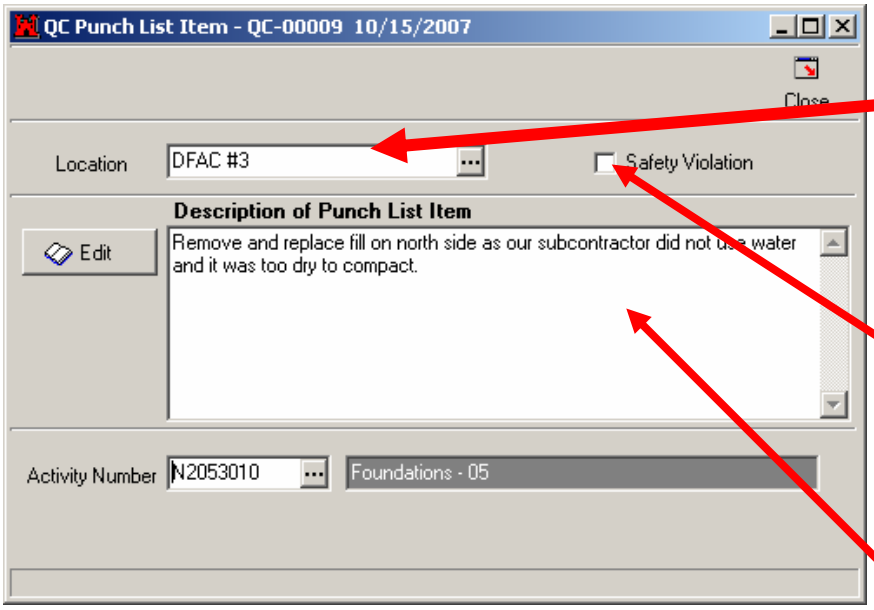
The **Punch List Items** module gives the Contractor a means to communicate to the Government comments resulting from an inspection, site visit, or various other reviews. This communication is a record keeping system, also referred to as a Deficiency Tracking System. By using the **Punch List Items** function in QCS, the Contractor can keep track of items that may otherwise be overlooked.



This screen has two tabs. The left tab is a listing of the **Punch List Items issued by the QC Staff** and the right tab is a recap of the **Punch List items issued by the Government** (QA).

Push the **ADD** button to add a **QC Punch List Item.**

Punch List Items Issued by QC


QC Punch List Item - QC-00009 10/15/2007
Close
Location
DFAC #3
Safety Violation
Description of Punch List Item
Edit
Remove and replace fill on north side as our subcontractor did not use water and it was too dry to compact.
Activity Number
N2053010
Foundations - 05

1. Enter the **Location** to allow reports to print a punch list (*sorted by Location*) for later verification and inspection.

2. Indicate whether or not the comment is a **Safety Violation** by placing a check in the box.

3. Enter the *Description of the Punch List Item* in the Memo Field.

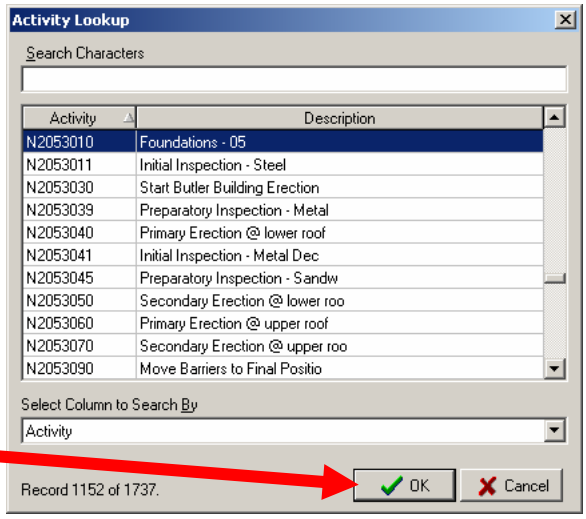
You can use the **ellipsis** for location lookup and choose from previous entries and even replace locations with other locations. If someone has used **Room 3**, and someone else has used **Rm 3**, the computer thinks it is a different location. You can reconcile these so they print out together.

A very powerful feature of QCS is how the Contractors' tasks are linked to Pay Activities. **Punch List Items** are one of those links.

We should always link a **Punch List Item** to the specific *Pay Activity* it is related to.

Use the lookup to access the **Activity Number** and complete the link.

Close the window when completed by pushing the **OK** button, and then close the next window.

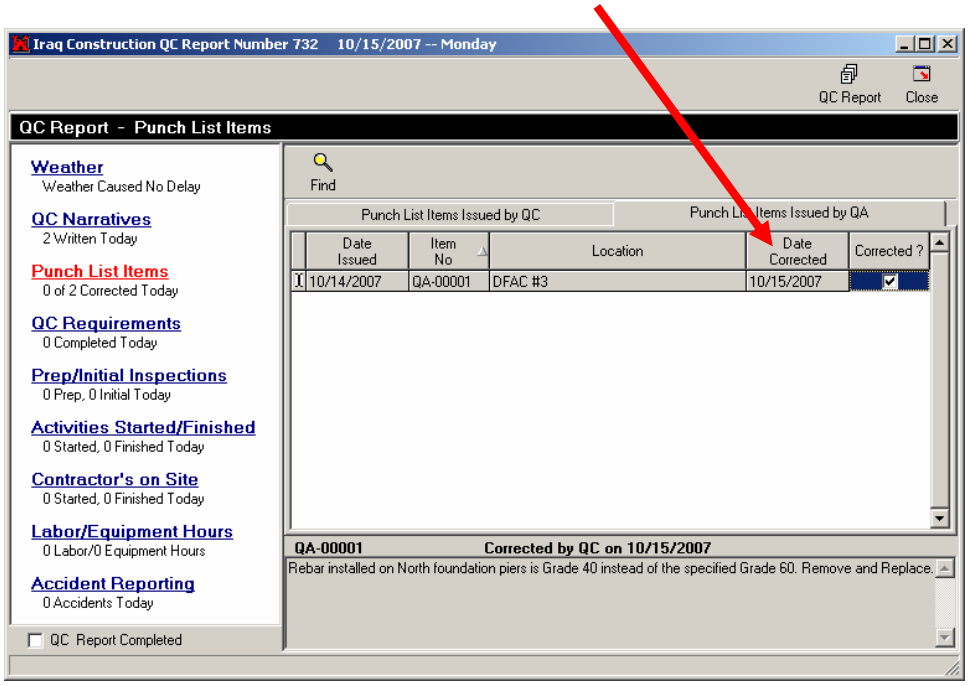


You can use the **Search** feature (top of window) and find the item you want by searching for the Activity number or description (bottom of the window).

Punch List Items Issued by QA

QA **Punch List Items** gives the Government a means to communicate to the Contractor comments resulting from an inspection, site visit, or various other reviews. Using the **Punch List Items** function in RMS, the Government can draw the Contractor's attention to an overlooked item, faulty workmanship or job site conditions, to name a few. As the comment is issued as an action item, the comment is placed on a QC list to be corrected by the Contractor, reported corrected by the Contractor, and then verified by the Government. For the Contractor, the list will be found under the **Punch List Items Issued by QA** tab. The Government can then track the action until it is reported completed and the Government concurs that the action is completed satisfactorily.

With the **Tab** entitled **Punch List Items Issued by QA** selected, a complete listing of all Government QA Punch List Items is presented. The description of the comment is displayed in the lower portion of the screen as you scroll through them.



When the **QA Punch List Item** has been corrected, or otherwise adequately addressed, simply place a checkmark in the **Corrected?** box. QCS will automatically enter the date corrected.

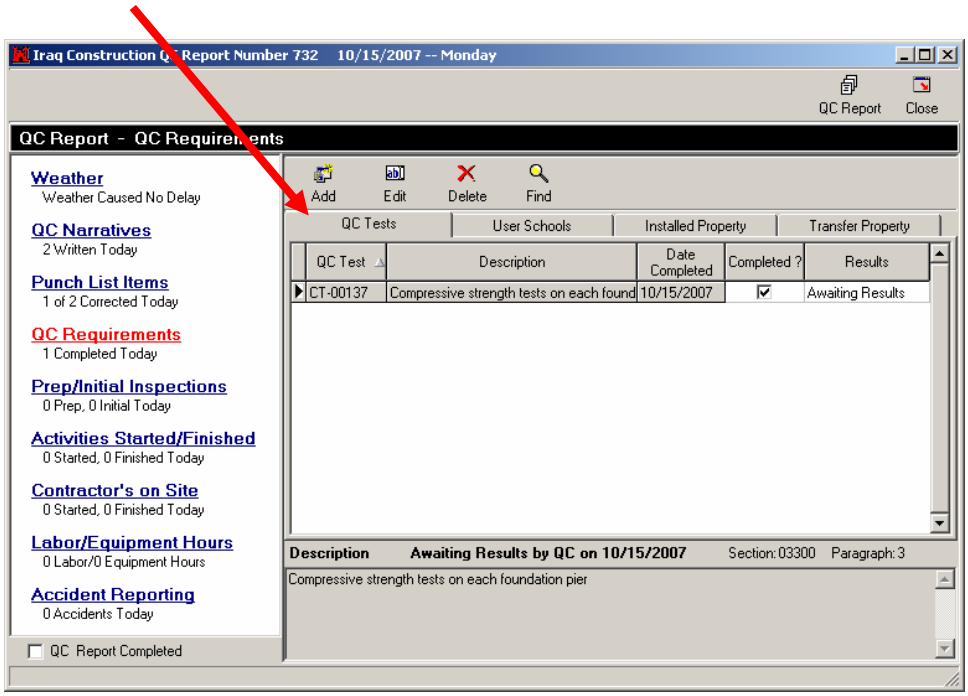
When completed with the **Punch List Items** selection, highlight the **QC Requirements** selection to proceed to the next step.

QC Requirements

Contract documents may require the Contractor to conduct training for the Customer on systems or equipment (**User Schools**), perform various test on materials, equipment, systems, etc., (**QC Tests**), account for property that is Government Furnished or will be turned-over to the Government as unincorporated property (**Transfer Property**), or provide information for maintenance or repair on equipment installed as part of the contract (**Installed Property**).

QCS titles this group of actions or contract requirements as **QC Requirements**.

These screens function in the same fashion as the previously discussed **QA Punch List Items** screen. That is, the Contractor simply places a checkmark in the **Completed?** box when the action is completed. You are also required to record the **Results** of the test. Like the **QA Punch List Items**, the date field will be automatically populated and the full **Description** can be viewed at the bottom of the window as you scroll through the items.



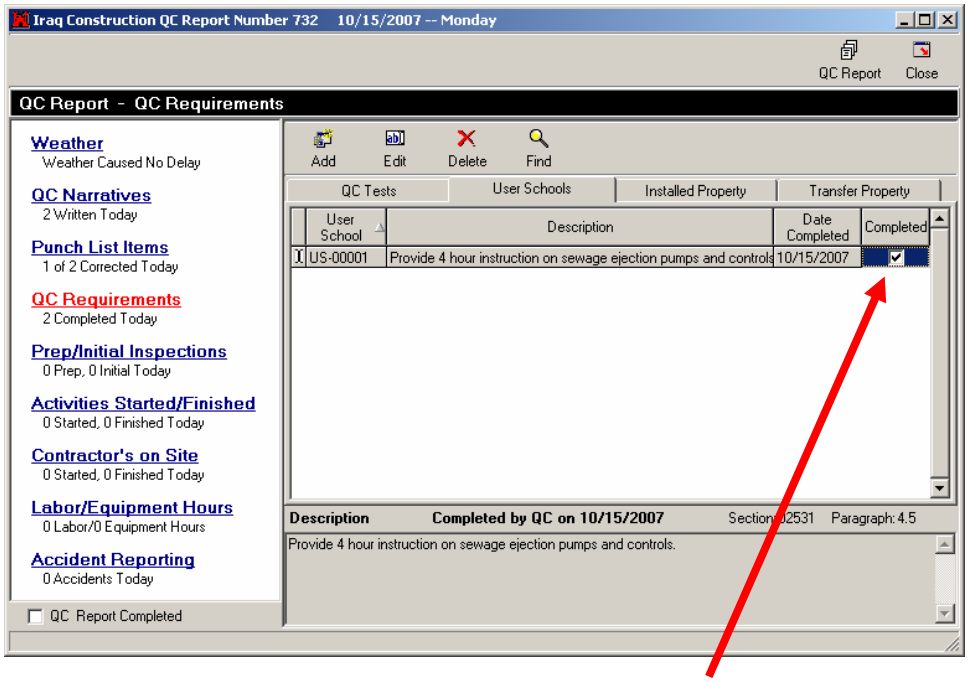
QC Tests

The **QC Tests** Tab option is the entry point for completion of one of the individual tests conducted by the Contractor. This information is then available for verification by the Government if necessary. The listing of the QC Tests should be in agreement with the CQC Plan. After you indicate it is completed, you will need to indicate if the test “passed”, “failed”, or is “awaiting results”. If the test is marked as “failed” you will be given the opportunity to add a follow-up test to take its place (It will be indicated as a RETEST).

User Schools

In this Tab you will enter the completion of the individual **User Schools** that are listed. This information is then available for verification by the Government if necessary.

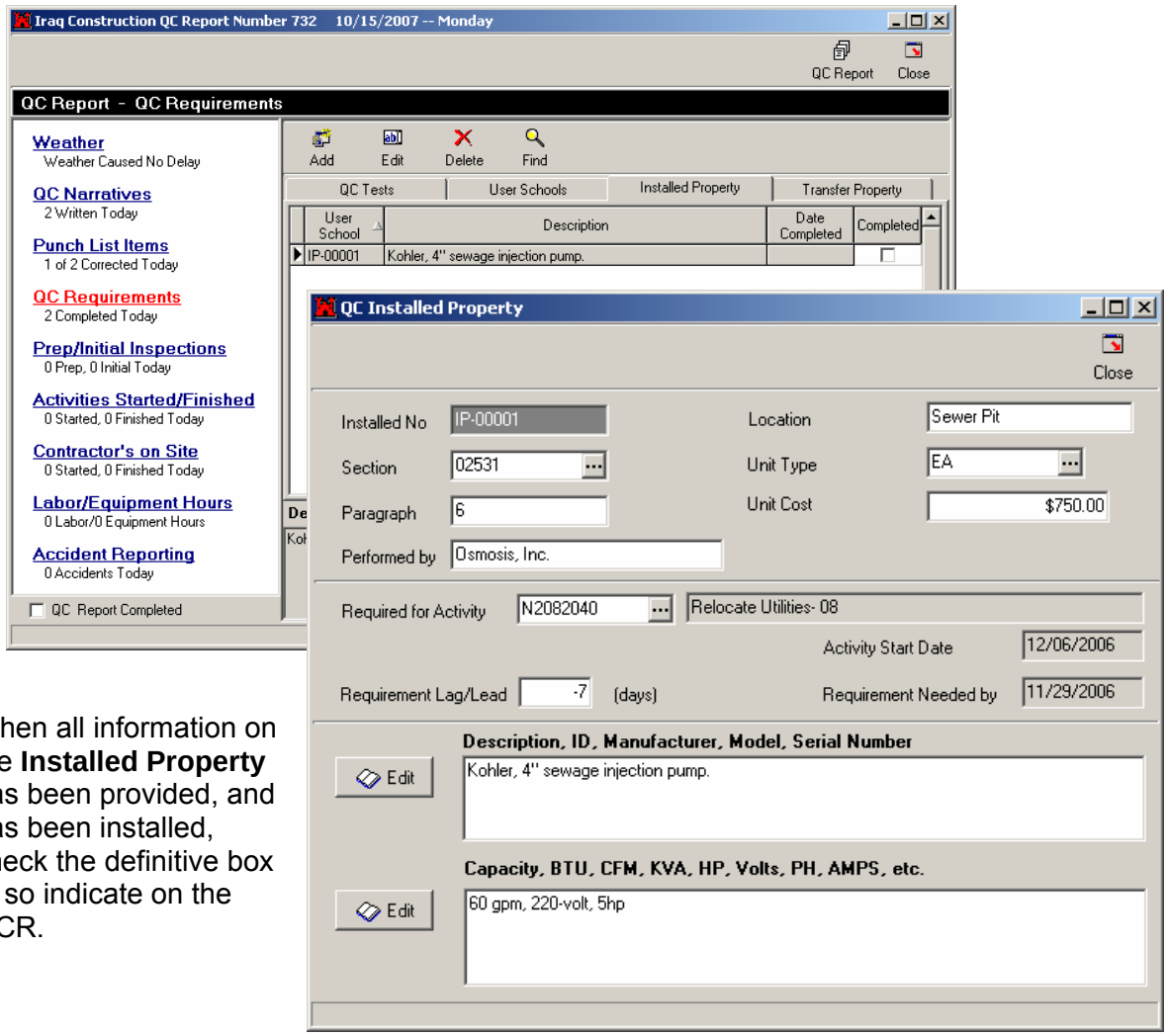
During the planning stages of the contract, each **User School** (they may be called “Training” or “Instructions") should have been entered as required by the specifications or drawings of the contract.



Simply check the definitive box as the school or training has been completed.

Installed Property

The **Installed Property** item is the point of entry for the Contractor to indicate that the items identified have been installed. The Government QA Representative will normally verify that this is accomplished for selected or high-interest items. This is usually accomplished at the end of the contract or when a portion of the contract is turned over to the Occupant.

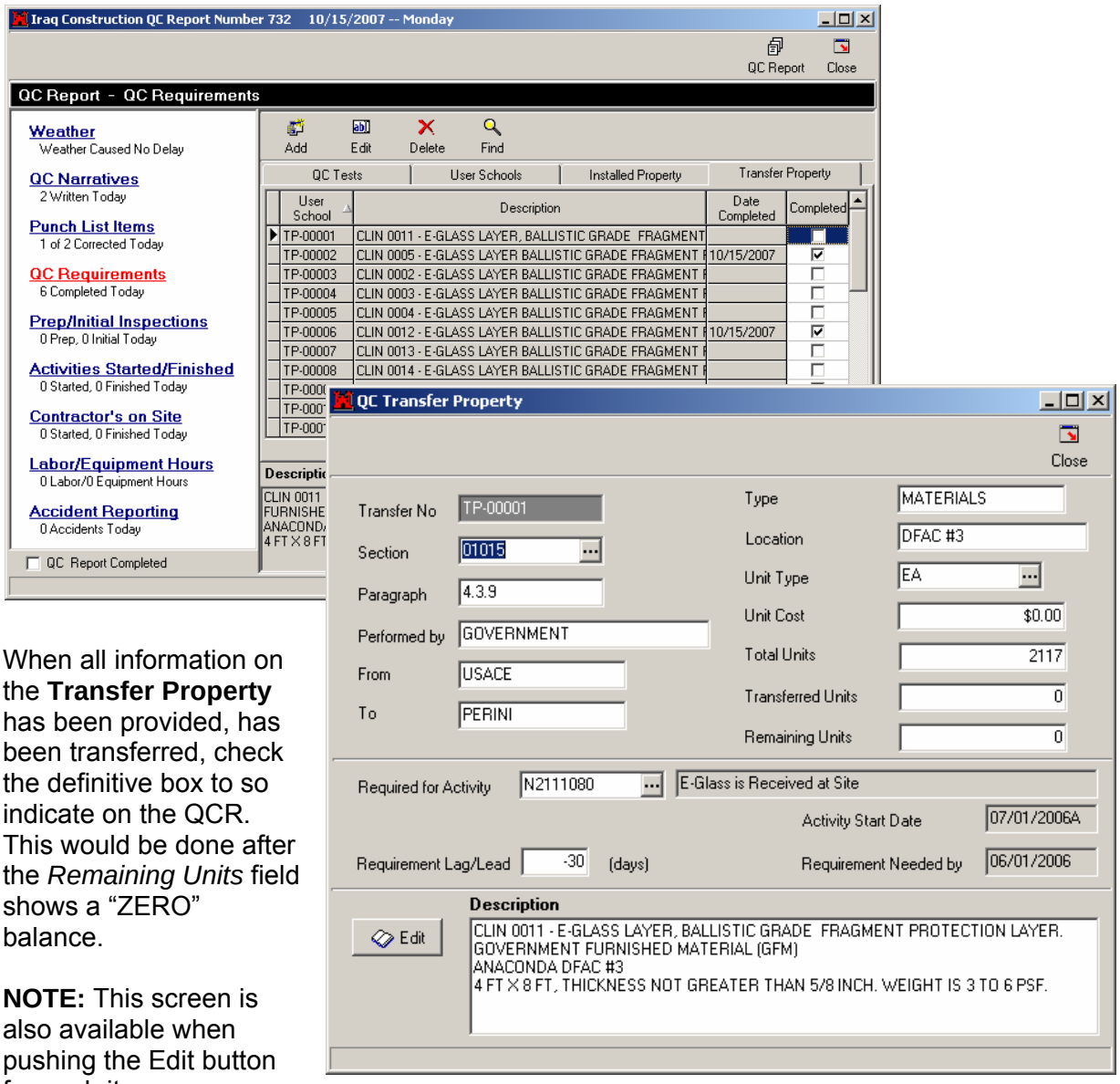


When all information on the **Installed Property** has been provided, and has been installed, check the definitive box to so indicate on the QCR.

NOTE: This screen is also available when pushing the Edit button for each item.

Transfer Property

Similar to the above Tab, the **Transfer Property** item is the point of entry for the Contractor to indicate that the items identified for transfer have taken place. After the Contractor has made the appropriate entry indicating a property item has been transferred in full, it should then be verified by the Government and a *DD Form 1149* prepared for the official record of the transfer. Normally this is also completed at the end of the contract or at the time a portion of the contract is turned over to the Occupant.

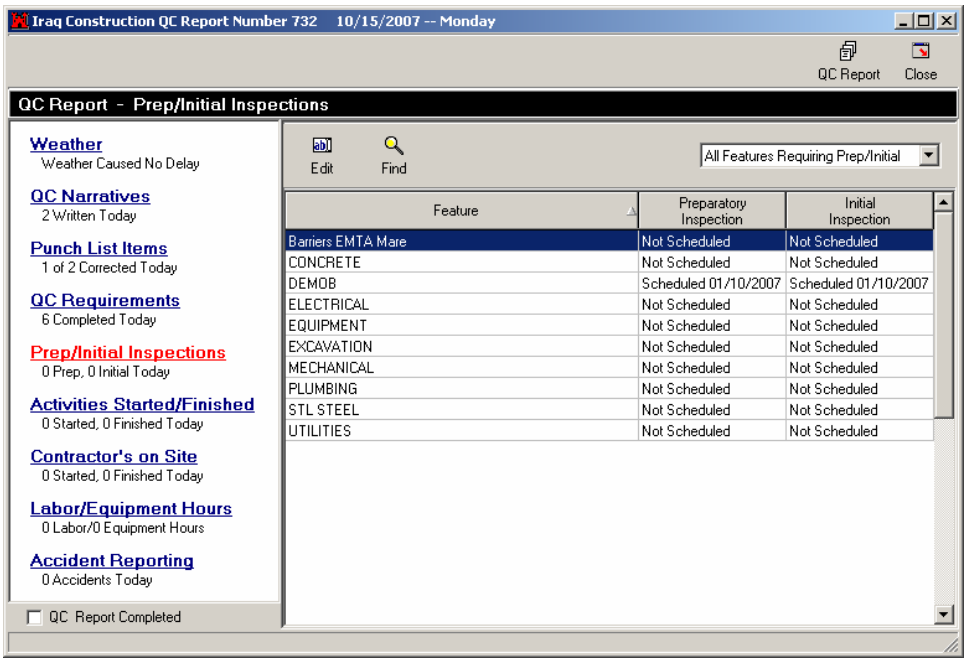


When all information on the **Transfer Property** has been provided, has been transferred, check the definitive box to so indicate on the QCR. This would be done after the *Remaining Units* field shows a "ZERO" balance.

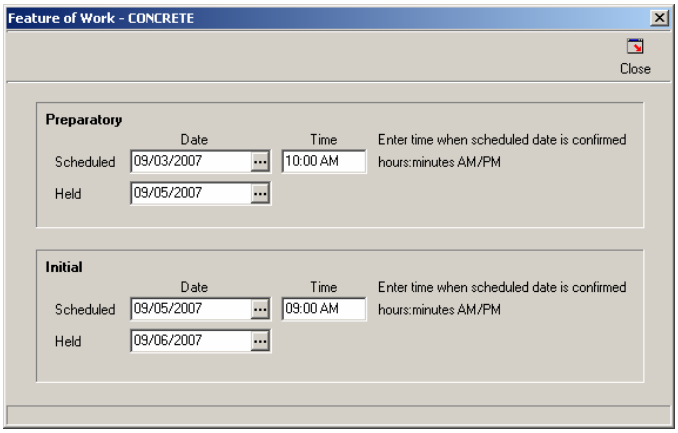
NOTE: This screen is also available when pushing the Edit button for each item**.**

Prep/Initial Inspections

In this window the Prep and Initial Inspection data process begins. This part of the QC Daily Report is simply required to document the dates and times of these required Inspections for the numerous *Features of Work* addressed in the Contract and in the CQC Plan.



Prep / Initial Inspections Window



1. The **Feature** is automatically populated with the information supplied in the Quality Control area, **Features of Work** option.

2. Select the **EDIT** button to enter dates and times.

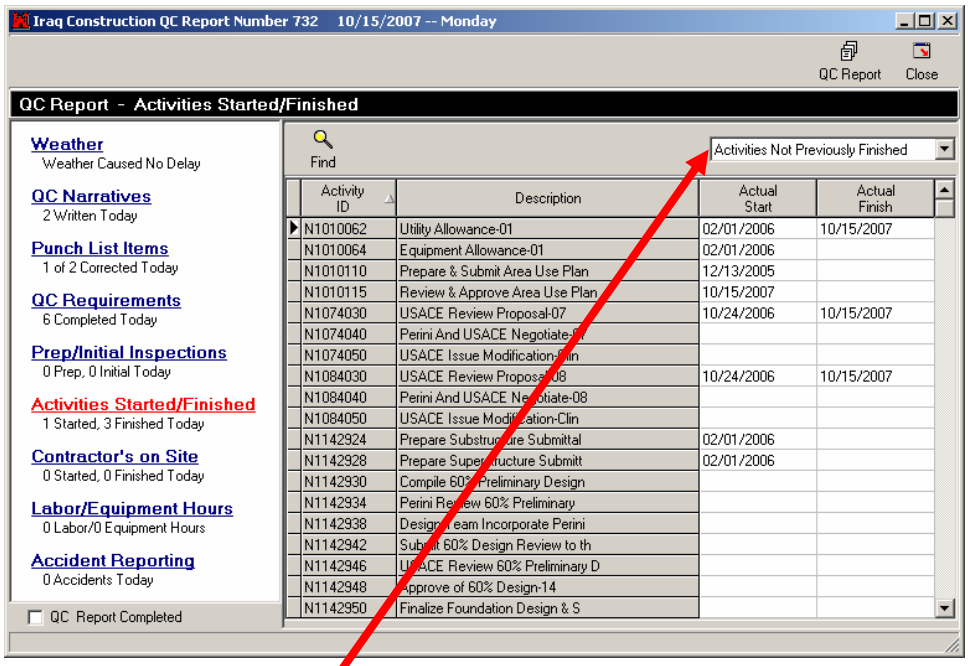
3. Each feature will be listed with fields for the dates and times of the preparatory and initial inspections. Enter in the *Prep Scheduled* date and *Prep Time*, and then the *Prep Held* date ***(Actual Date of Preparatory Inspection)***, for the preparatory inspection. Repeat the process for the *Initial Scheduled*, *Initial Held Dates* and *Initial Time* fields.

Activities Started/Finished

Recording the start and finish dates of an activity takes place in this menu item.

The dates will not be overwritten by the Contractor's NAS import. These dates are considered the "official" dates because they are entered as they occur, as observed on-site by the QC Manager. The dates are extremely important and must be entered as they occur.

Activities Started / Finished Window


Iraq Construction QC Report Number 732 10/15/2007 -- Monday
QC Report
Close
QC Report - Activities Started/Finished
Weather
Weather Caused No Delay
QC Narratives
2 Written Today
Punch List Items
1 of 2 Corrected Today
QC Requirements
6 Completed Today
Prep/Initial Inspections
0 Prep, 0 Initial Today
Activities Started/Finished
1 Started, 3 Finished Today
Contractor's on Site
0 Started, 0 Finished Today
Labor/Equipment Hours
0 Labor/0 Equipment Hours
Accident Reporting
0 Accidents Today
QC Report Completed
Find
Activities Not Previously Finished
Activity ID
Description
Actual Start
Actual Finish
N1010062 Utility Allowance-01 02/01/2006 10/15/2007
N1010064 Equipment Allowance-01 02/01/2006
N1010110 Prepare & Submit Area Use Plan 12/13/2005
N1010115 Review & Approve Area Use Plan 10/15/2007
N1074030 USACE Review Proposal-07 10/24/2006 10/15/2007
N1074040 Perini And USACE Negotiate-07
N1074050 USACE Issue Modification-Clin
N1084030 USACE Review Proposal-08 10/24/2006 10/15/2007
N1084040 Perini And USACE Negotiate-08
N1084050 USACE Issue Modification-Clin
N1142924 Prepare Substructure Submittal 02/01/2006
N1142928 Prepare Superstructure Submitt 02/01/2006
N1142930 Compile 60% Preliminary Design
N1142934 Perini Review 60% Preliminary
N1142938 Design Team Incorporate Perini
N1142942 Submit 60% Design Review to th
N1142946 USACE Review 60% Preliminary D
N1142948 Approve of 60% Design-14
N1142950 Finalize Foundation Design & S

This listing can be filtered by one of the following choices:

b. Activities Not Previously Finished
c. Activities Started or Finished Today
d. Activities in Progress
e. Activities Not Started
f. *Activities Not Finished*

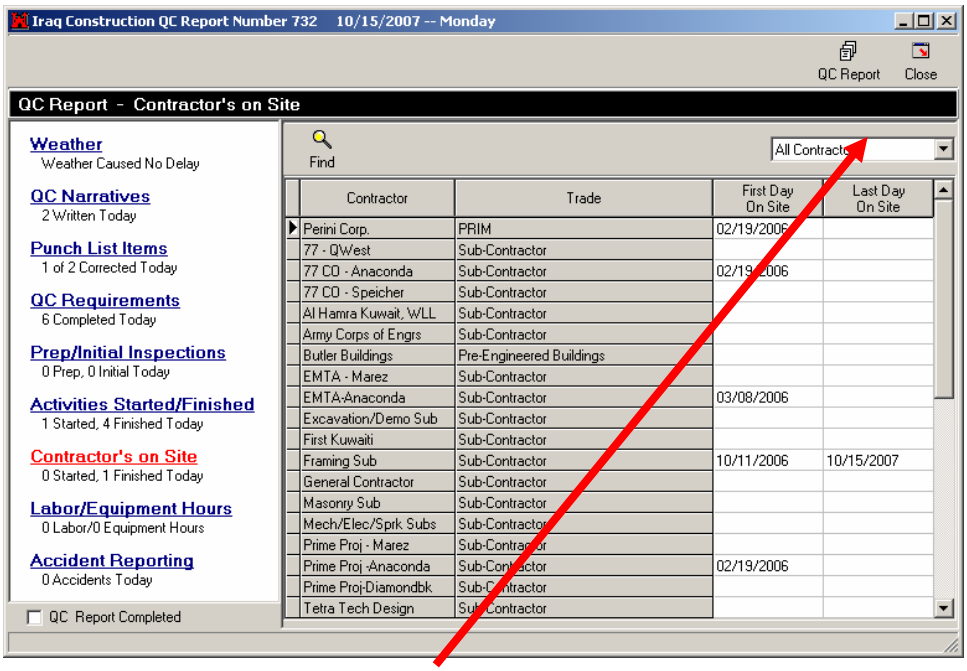
1. The ***Activity ID*** and ***Description*** fields are automatically populated with information entered in the **Administration / Pay Activities,** menu option.

2. Enter the applicable ***Activity Start*** and ***Activity Finish*** dates. You can use the calendar lookup that appears when you click on either field, and choose the date, or you can type the date in manually.

Contractors on Site

The names and trades of the prime contractor and all subcontractors are carried over from the **Administration / Subcontractors** menu modules.

Contractor's On Site Window



This listing can be filtered by one of the following choices:

a. *All Contractors*
b. *Contractors On Site*
c. *Contractors Not On Site*

1. The ***Contractor*** and ***Trade*** fields are automatically populated with information previously entered.

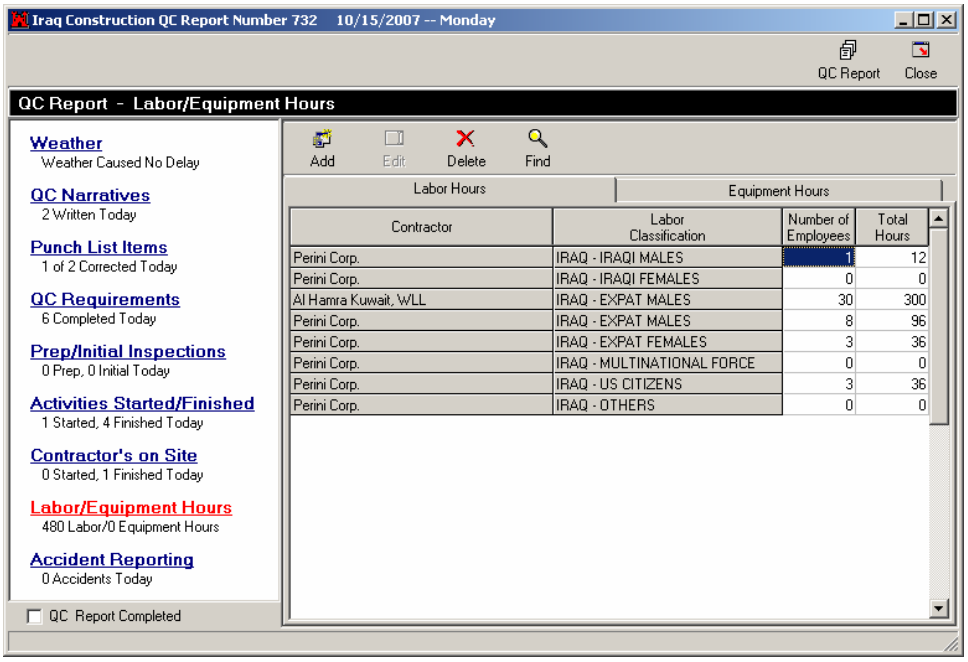
2. Enter the start date for each contractor listed in the **First Day On Site** field using the calendar lookup provided, or type in the date directly.

3. When applicable, enter the final date on the jobsite of each contractor listed in the **Last Day On Site** field in the same manner as above.

Labor Hours

In this option you can record the number of hours of work by each subcontractor and labor classification. For contracts in Iraq, we are required to report seven (7) specific categories of personnel as indicated in the following screen. Once you build this screen of seven, remember the day on which you created it – then you can simply copy if from day to day, saving quite a bit of time and effort. You can add other Labor Classifications if you wish, for your own purposes.

Labor Hours Window



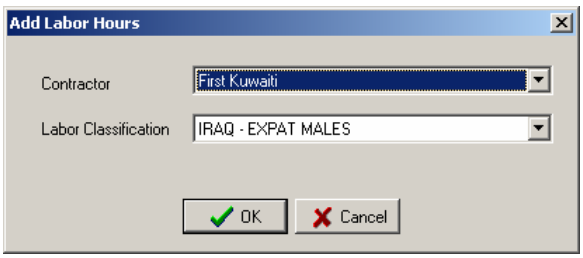
You begin by pushing the **Add** button. A drop down menu will appear and you will have the option to:

- Add Labor Hours Manually
- Copy A Previous Day

Add Labor Hours Manually

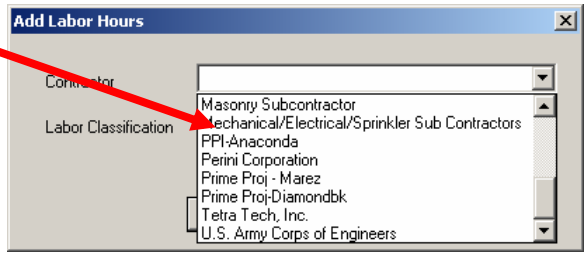
A window will appear and you will use the lookups to select the Contractor and the Labor Classification for which you are reporting.

After the selections have been made, push the **OK** buttons.



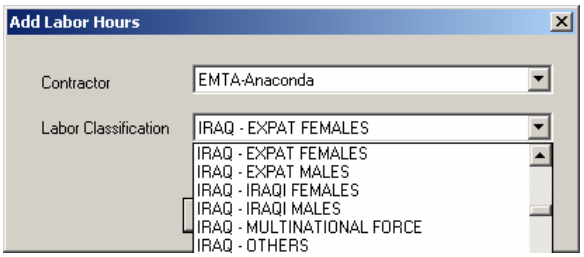
Contractor Lookup Window

Select the appropriate contractor and push the **OK** button.

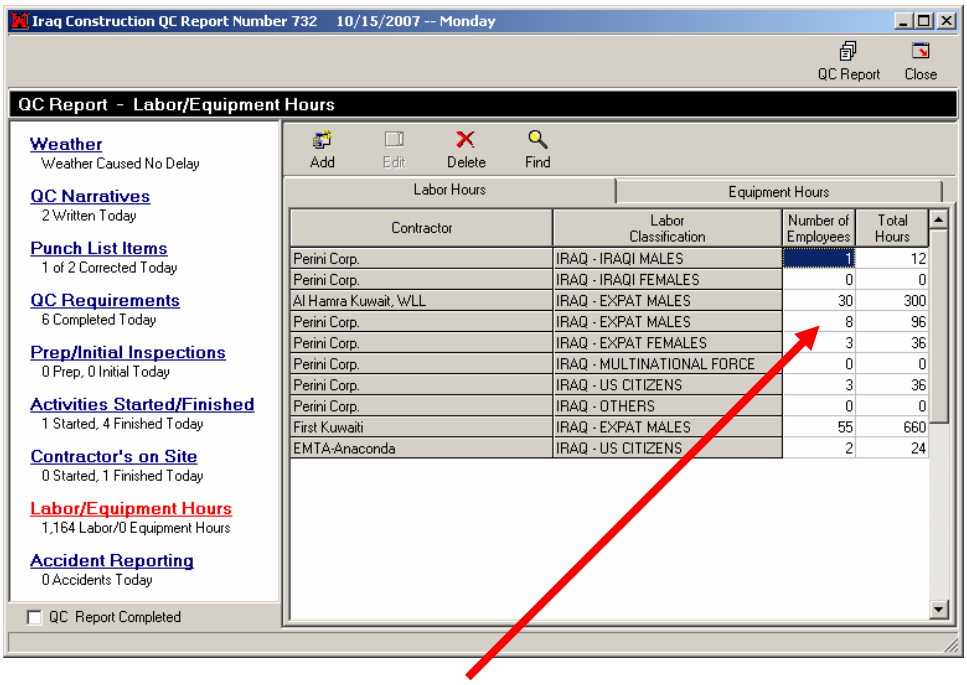


Labor Classification Lookup Window

Select the related labor classification for the QC Report and push the **OK** button when completed.



Note: If your contract includes Labor Classifications that are not listed, the Government must add the Classification in the program for you. It is the Prime Contractor's obligation to verify that all applicable classifications are included.

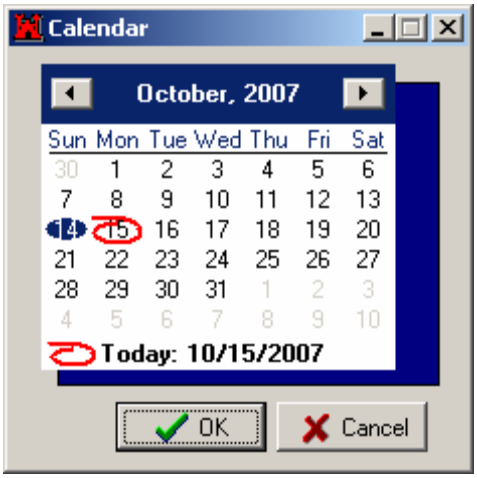

Iraq Construction QC Report Number 732 10/15/2007 -- Monday
QC Report
Close
QC Report - Labor/Equipment Hours
Weather
Weather Caused No Delay
QC Narratives
2 Written Today
Punch List Items
1 of 2 Corrected Today
QC Requirements
6 Completed Today
Prep/Initial Inspections
0 Prep, 0 Initial Today
Activities Started/Finished
1 Started, 4 Finished Today
Contractor's on Site
0 Started, 1 Finished Today
Labor/Equipment Hours
1,164 Labor/0 Equipment Hours
Accident Reporting
0 Accidents Today
QC Report Completed
Add
Edit
Delete
Find
Labor Hours
Equipment Hours
Contractor
Labor Classification
Number of Employees
Total Hours
Perini Corp. IRAQ - IRAQI MALES 1 12
Perini Corp. IRAQ - IRAQI FEMALES 0 0
Al Hamra Kuwait, WLL IRAQ - EXPAT MALES 30 300
Perini Corp. IRAQ - EXPAT MALES 8 96
Perini Corp. IRAQ - EXPAT FEMALES 3 36
Perini Corp. IRAQ - MULTINATIONAL FORCE 0 0
Perini Corp. IRAQ - US CITIZENS 3 36
Perini Corp. IRAQ - OTHERS 0 0
First Kuwaiti IRAQ - EXPAT MALES 55 660
EMTA-Anaconda IRAQ - US CITIZENS 2 24

Enter **Number of Employees** and the TOTAL **Hours Worked** by all employees. For example, if you had six (6) employees and they each worked eight (8) hours; you would enter “6” and “48”, respectively.

Repeat this process for all other *Labor Classifications* and *Contractors* on-site.

Copy a Previous Day

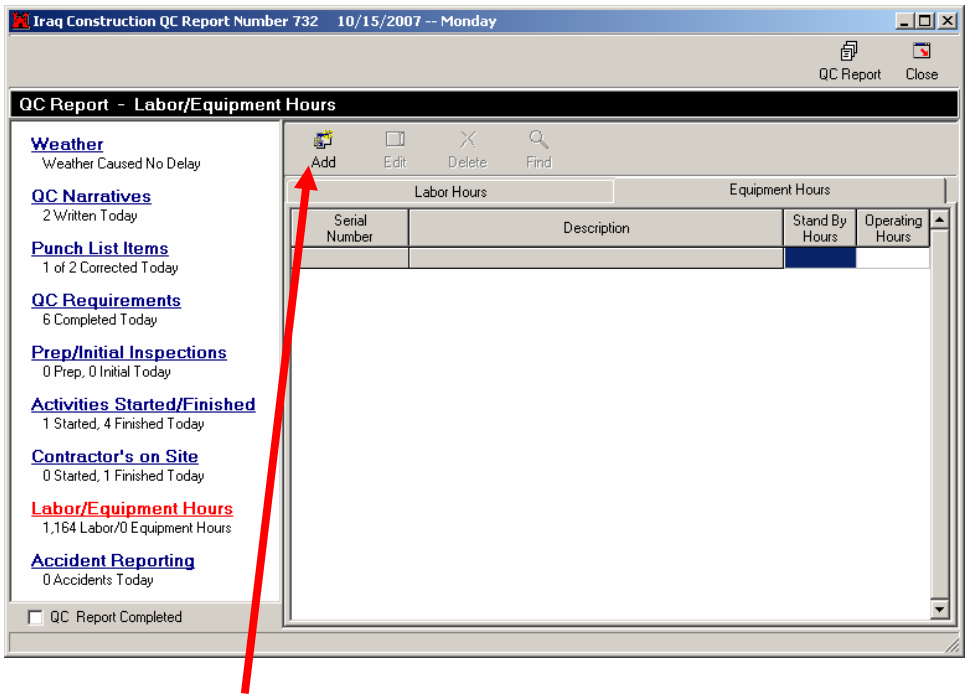
When this selection is made, you simply use the calendar lookup to select the previous report. QCS will automatically capture all entries from that previous report and you will be able to edit or delete particular entries if they do not apply for the report day.



Equipment Hours

This is where the contractor will record the hours used for all pieces of equipment on the contract. Equipment hours are entered and tracked in a similar fashion, as were the labor hours, except you make an entry for each individual piece of equipment.

Equipment Hours Window

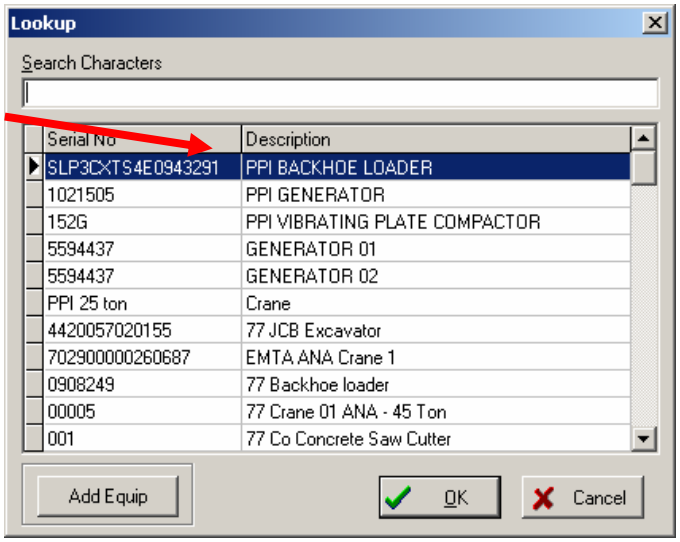


You begin by pushing the **Add** button. If this is your first entry of the day, a drop down menu will appear and you will have the option to:

a. Add Equipment Hours Manually
b. Copy A Previous Day…

Add Equipment Hours Manually

A window will appear and you will use the lookups to select the Equipment for which you are reporting. You should have previously entered equipment as was all ready discussed.



If the desired piece of equipment is not present, use the button at the bottom left of the window and **Add Equipment** as necessary.

The **Standby Hours** and **Operating Hours** fields are self-explanatory. However, keep in mind that this refers to SHIFT hours, not the hours in a 24-hours day.

Copy A Previous Day

When this selection is made, you simply use the calendar lookup to select the previous report. QCS will automatically capture all entries from that previous report and you will be able to edit or delete particular entries if they do not apply for the report day.

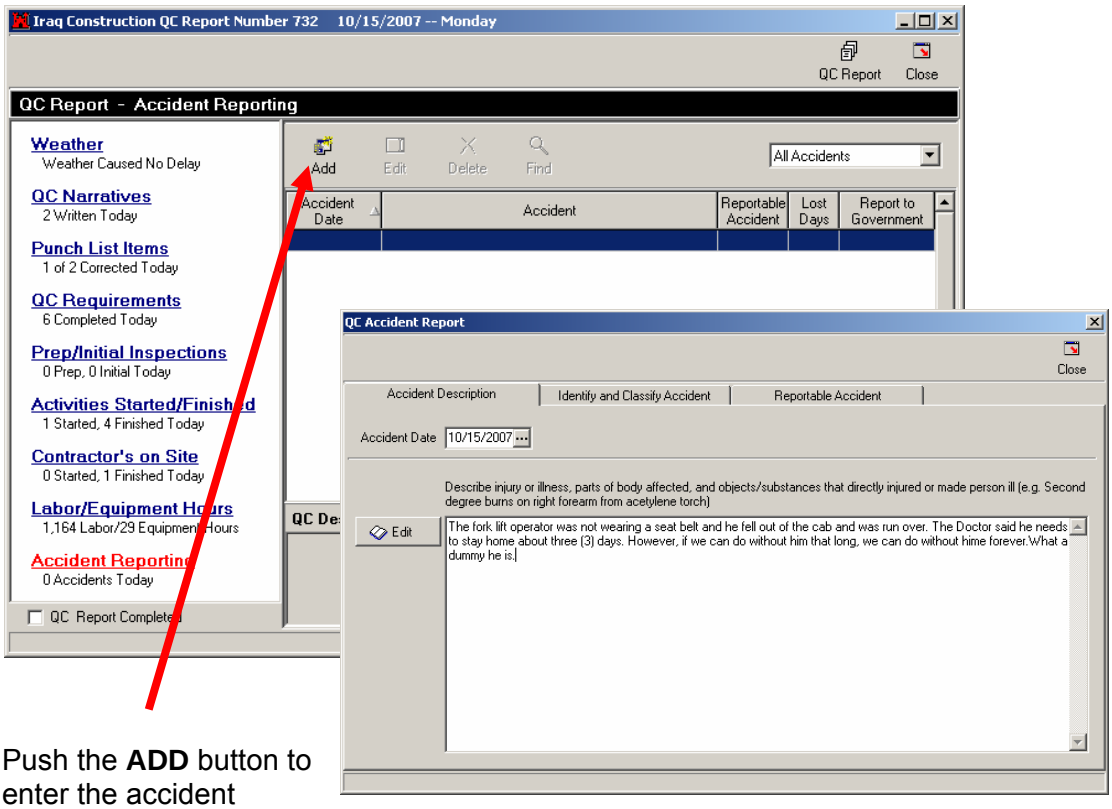
You can cut down on the time it takes to enter equipment if you ‘build’ a complete list of equipment on a day you will remember, then just copy it to the day you need it. It is okay to have the complete list, even though many of the entries will be “0”. Only enter data on the equipment in use.

The process is very similar to the Labor Hours previously discussed.

Accident Reporting

The contractor is required to report all Contractor accidents. The Contractor reports and records the accident in QCS through the **Quality Control Report** menu option. **(Note: this does not take the place of the Contractor completing the Accident Report Form (*Eng Form 3394*) that may be required by the contract.)**

Accident Reporting Window


Iraq Construction QC Report Number 732 10/15/2007 -- Monday
QC Report
Close
QC Report - Accident Reporting
Weather
Weather Caused No Delay
QC Narratives
2 Written Today
Punch List Items
1 of 2 Corrected Today
QC Requirements
6 Completed Today
Prep/Initial Inspections
0 Prep, 0 Initial Today
Activities Started/Finished
1 Started, 4 Finished Today
Contractor's on Site
0 Started, 1 Finished Today
Labor/Equipment Hours
1,164 Labor/29 Equipment Hours
Accident Reporting
0 Accidents Today
QC Report Completed
Add
Edit
Delete
Find
All Accidents
Accident Date
Accident
Reportable Accident
Lost Days
Report to Government
QC Accident Report
Close
Accident Description
Identify and Classify Accident
Reportable Accident
Accident Date
10/15/2007
Describe injury or illness, parts of body affected, and objects/substances that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)
Edit
The fork lift operator was not wearing a seat belt and he fell out of the cab and was run over. The Doctor said he needs to stay home about three (3) days. However, if we can do without him that long, we can do without hime forever.What a dummy he is.

Push the **ADD** button to enter the accident screen.

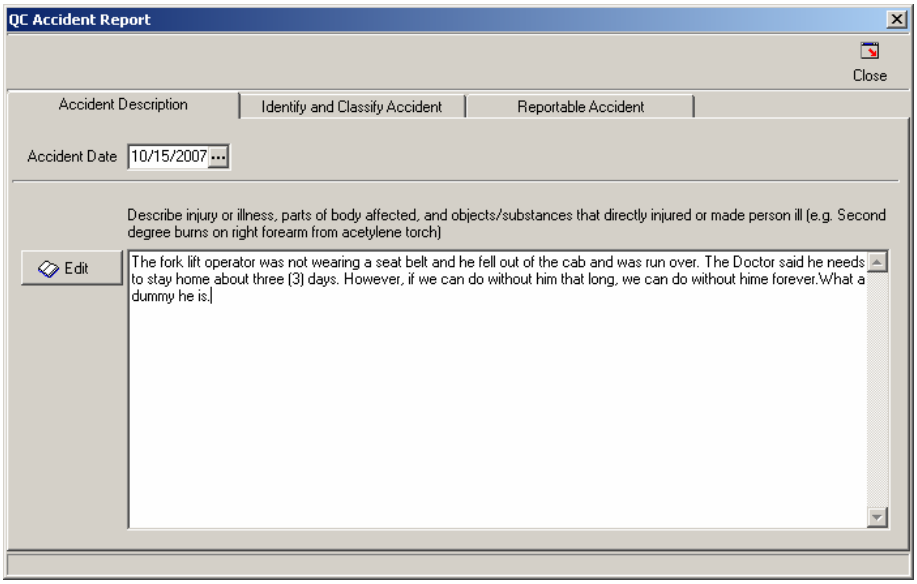
QCS will automatically populate the Accident Date field with the Report date, but it can be changed if needed.

There are three basic steps required for entering a report of an accident:

1. **Enter a description and date of the accident**
2. **Identify and Classify the accident**
3. **Indicate if it was a reportable accident**

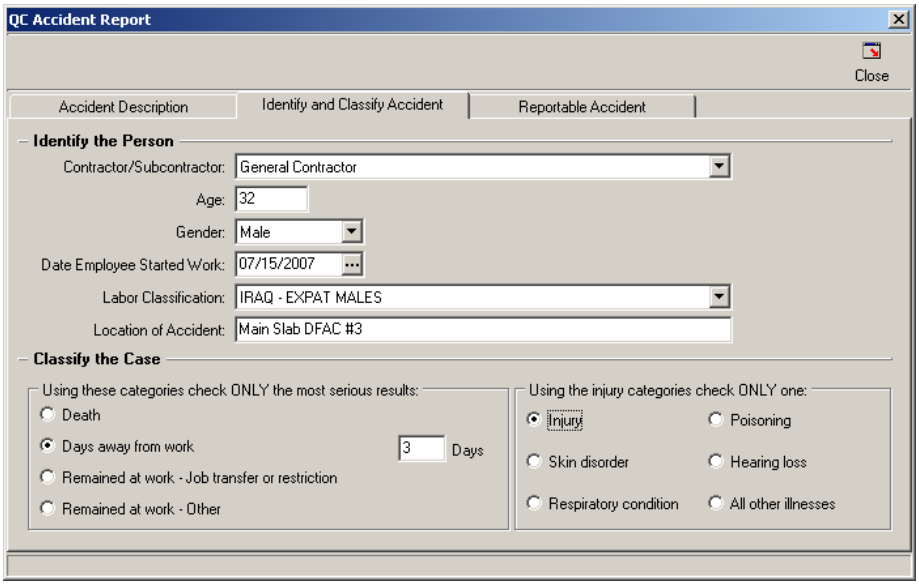
Accident Description

Enter a description of the Accident. The description should be factual on not your opinion of what occurred. It should indicate the parts of body affected any objects or substances that were involved. Be as specific as you can.


QC Accident Report
Close
Accident Description
Identify and Classify Accident
Reportable Accident
Accident Date
10/15/2007
Describe injury or illness, parts of body affected, and objects/substances that directly injured or made person ill (e.g. Second degree burns on right forearm from acetylene torch)
Edit
The fork lift operator was not wearing a seat belt and he fell out of the cab and was run over. The Doctor said he needs to stay home about three (3) days. However, if we can do without him that long, we can do without hime forever.What a dummy he is.

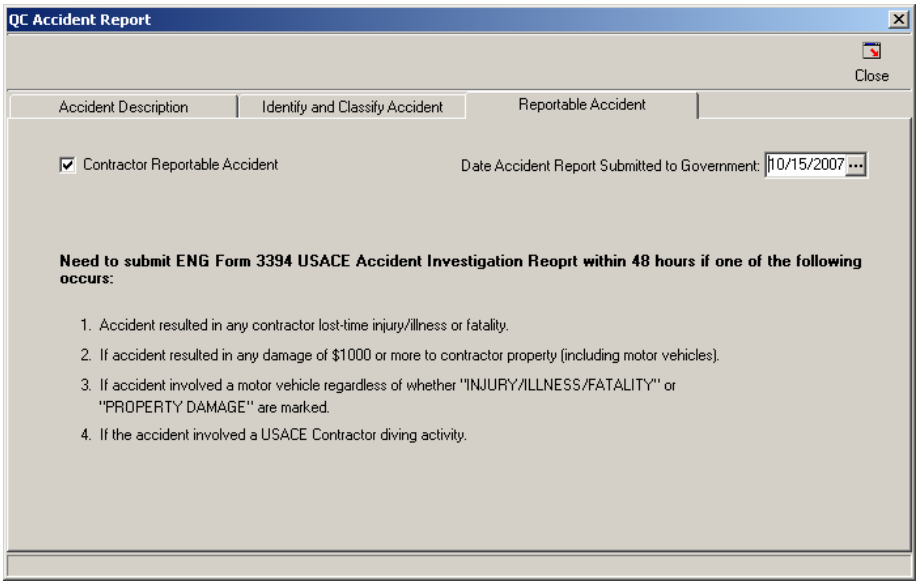
Identify and Classify the Accident

You will enter the contractor/subcontractor involved, as well as basic information on the employee involved in the accident. Indicate the most serious result of the accident from the available choices and identify the injury category.



Indicate if the Accident is reportable

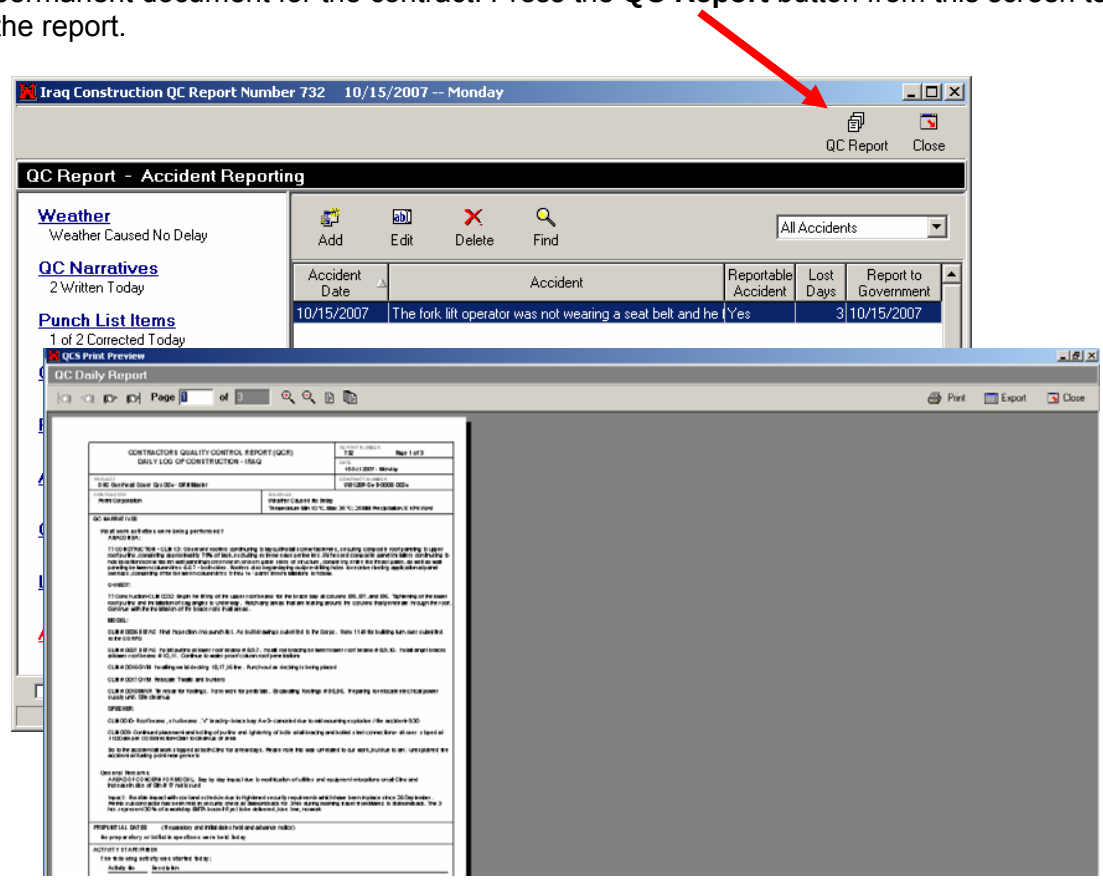
Indicate if it is a **Contractor Reportable Accident.** If so, a date field will appear where you will record the date on which the *ENG Form 3394 Accident Report Form* was sent to the Government documenting the accident.


QC Accident Report
Close
Accident Description
Identify and Classify Accident
Reportable Accident
Contractor Reportable Accident
Date Accident Report Submitted to Government:
10/15/2007
Need to submit ENG Form 3394 USACE Accident Investigation Reoprt within 48 hours if one of the following occurs:
1. Accident resulted in any contractor lost-time injury/illness or fatality.
2. If accident resulted in any damage of $1000 or more to contractor property (including motor vehicles).
3. If accident involved a motor vehicle regardless of whether "INJURY/ILLNESS/FATALITY" or "PROPERTY DAMAGE" are marked.
4. If the accident involved a USACE Contractor diving activity.

Push the **Close** button to save all entries.

Quality Control Report Form

Now that all desired entries have been made, it is time to print the report and archive it as a permanent document for the contract. Press the **QC Report** button from this screen to generate the report.



The report can be reviewed from this screen prior to printing. If changes are necessary, close this window and make the necessary changes. The report can also be exported as a PDF File, in HTML or Word (doc) format. It can also be sent to a printer file.

When you complete the report and export to the Government, you will not be able to alter the report. It will be marked as "***Read Only***".

Sample Daily Report

CONTRACTORS QUALITY CONTROL REPORT (QCR)
DAILY LOG OF CONSTRUCTION - IRAQ

REPORT NUMBER 732 Page 1 of 3

DATE 15 Oct 2007 - Monday

PROJECT
OHC Overhead Cover Sys 004 - GRN Master

CONTRACT NUMBER
W912ER-04-D-0008 0004

CONTRACTOR
Perini Corporation

WEATHER
Weather Caused No Delay
Temperature Min 10 °C, Max 35 °C; 25 MM Precipitation; 5 KPH Wind

QC NARRATIVES

What work activities were being performed?

ANACONDA:

77 CONSTRUCTION - CLIN 13: Observed roofers continueing to layout/install screw fasteners, securing composite roof paneling to upper roof purlins, completing approximately 75% of task, excluding extreme eave perimeters. Witnessed composite panel installers continueing to hoist/position/screw fasten wall paneling/screen mesh on both gable sides of structure, completing entire Northeast gable, as well as wall paneling between column lines 6 & 7 - both sides. Roofers also began laying out/pre-drilling holes to receive riveting application at panel overlaps, completing effort between column lines 9 thru 14 - panel trim installations to follow.

Q-WEST:

77 Construction-CLIN 0032 Begin the lifting of the upper roof beams for the brace bay at columns E/8, E/7, and E/6. Tightening of the lower roof purlins and installation of sag angles is underway. Patch any areas that are leaking around the columns that penetrate through the roof. Continue with the installation of the brace rods in all areas.

MOSUL:

CLIN # 0006 DEFAC Final Inspection / no punch list. As built drawings submitted to the Corps. Form 1149 for building turn over submitted to the CORPS

CLIN # 0007 DEFAC Install purlins at lower roof beams # 8,9,7. Insatll rod bracing between lower roof beams # 8,9,10. Install angel braces at lower roof beams # 10,11. Continue to water proof column roof penetrations

CLIN # 0016 GYM Insatlling metal decking 18,17,16 line. Punch out as decking is being placed

CLIN # 0017 GYM Relocate T walls and bunkers

CLIN # 0018 MWR Tie rebar for footings. Form work for pedistals. Excavating Footings # D5,D6. Preparing to relocate electrical power supply unit. Site clean up

SPEICHER:

CLIN 0010- Roof beams, strut beams . 'x" bracing- brace bay A4-3- canceled due to mid mourning explosive / fire accident-9:30

CLIN 009- Continued placement and bolting of purlins and tightening of bolts at all bracing and bolted steel connections- all over stoped at 11:00 am per COE direction-Start to clean up of area

Do to the accident all work stopped at both Clins for a few days. Please note this was unrelated to our work, but due to an unexplained fire accident at fueling point near gensets

General Remarks

AREAS OF CONCERN FOR MOSUL: Day by day impact due to modification of utilities and equipment relocations on all Clins and increasein size of Clin # 17 not issued

Impact: Possible impact with cost and schedule due to hightened security requirments which have been in place since 26 September. Perinis subcontractor has been held in security check at Diamondback for 3 hrs during morning travel from Marez to Diamondback. The 3 hrs. represent 30 % of a workday EMTA boom lift yet to be delivered, lose time, no work

PREP/INITIAL DATES (Preparatory and initial dates held and advance notice)

No preparatory or initial inspections were held today

ACTIVITY START/FINISH

The following activity was started today:

Activity No	Description

CONTRACTORS QUALITY CONTROL REPORT (QCR)
DAILY LOG OF CONSTRUCTION - IRAQ

REPORT NUMBER 732 Page 2 of 3
DATE 15 Oct 2007 - Monday
PROJECT OHC Overhead Cover Sys 004 - GRN Master
CONTRACT NUMBER W912ER-04-D-0008 0004

N1010115 Review & Approve Area Use Plan

The following 4 activities were finished today:

Activity No	Description
N1010062	Utility Allowance-01
N1010064	Equipment Allowance-01
N1074030	USACE Review Proposal-07
N1084030	USACE Review Proposal-08

QC REQUIREMENTS

The following 6 QC requirements were completed today:

Requirement No	Type	Description	Results
CT-00137	QC Testing	Compressive strength tests on each foundation pier	Awaiting Results
TP-00002	Transfer Property	CLIN 0005 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA PX WEST 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed
TP-00006	Transfer Property	CLIN 0012 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) ANACONDA INDOOR GYM (EAST) 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed
TP-00010	Transfer Property	CLIN 0006 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) MAREZ DFAC 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed
TP-00016	Transfer Property	CLIN 0009 - E-GLASS LAYER BALLISTIC GRADE FRAGMENT PROTECTION LAYER. GOVERNMENT FURNISHED MATERIAL (GFM) SPEICHER, VICTORY DFAC 4 FT X 8 FT, THICKNESS NOT GREATER THAN 5/8 INCH. WEIGHT IS 3 TO 6 PSF.	Completed
US-00001	User Schooling	Provide 4 hour instruction on sewage ejection pumps and controls.	Completed

QA/QC PUNCH LIST (Describe QC Punch List items issued, Report QC and QA Punch List items corrected)

The following QC Punch List item was issued today:

Item No	Location	Description
QC-00009	DFAC #3	Remove and replace fill on north side as our subcontractor did not use water and it was too dry to compact.

The following Punch List item was corrected today:

Item No	Location	Description
QA-00001	DFAC #3	Rebar installed on North foundation piers is Grade 40 instead of the specified Grade 60. Remove and Replace.

CONTRACTORS ON SITE (Report first and/or last day contractors were on site)

No contractors had their first day on site today

Today was the last day on site for the following contractor:
Framing Sub

LABOR HOURS

The following labor hours were Reported today:

Employer	Labor Classification	Number of Employees	Hours Worked
Al Hamra Kuwait, WLL	IRAQ - EXPAT MALES	30.0	300.0

CONTRACTORS QUALITY CONTROL REPORT (QCR)
DAILY LOG OF CONSTRUCTION - IRAQ

REPORT NUMBER 732 Page 3 of 3

DATE 15 Oct 2007 - Monday

PROJECT OHC Overhead Cover Sys 004 - GRN Master

CONTRACT NUMBER W912ER-04-D-0008 0004

EMTA-Anaconda	IRAQ - US CITIZENS		2.0	24.0
First Kuwaiti	IRAQ - EXPAT MALES		55.0	660.0
Perini Corp.	IRAQ - OTHERS		0.0	0.0
Perini Corp.	IRAQ - IRAQI MALES		1.0	12.0
Perini Corp.	IRAQ - US CITIZENS		3.0	36.0
Perini Corp.	IRAQ - EXPAT MALES		8.0	96.0
Perini Corp.	IRAQ - EXPAT FEMALES		3.0	36.0
Perini Corp.	IRAQ - IRAQI FEMALES		0.0	0.0
Perini Corp.	IRAQ - MULTINATIONAL FORCE		0.0	0.0
Total hours worked to date:	196,341.5	Total	102.0	1,164.0

EQUIPMENT HOURS

The following equipment hours were Reported today:

Serial Number	Description	Standby Hours	Operating Hours
SLP3CXTS4E0943291	PPI BACKHOE LOADER	0.0	3.0
152G	PPI VIBRATING PLATE COMPACTOR	0.0	5.0
5594437	GENERATOR 02	0.0	6.0
PPI 25 ton	Crane	0.0	7.0
4420057020155	77 JCB Excavator	0.0	4.0
00005	77 Crane 01 ANA - 45 Ton	0.0	4.0
Total operating hours to date: 18,089.0		Total 0.0	29.0

ACCIDENT REPORTING (Describe accidents)

The following accident was reported today:

Contractor/Subcontractor: General Contractor
Age: 32
Gender: Male
Date Employee Started Work: 07/15/2007
Location of Accident: Main Slab DFAC #3
Result: Days away from work (3 days)
Injury Category: Injury
Contractor Reportable Accident: Yes
Date Accident Report Submitted to Government: 10/15/2007

The fork lift operator was not wearing a seat belt and he fell out of the cab and was run over. The Doctor said he needs to stay home about three (3) days. However, if we can do without him that long, we can do without hime forever.What a dummy he is.

CONTRACTOR CERTIFICATION **On behalf of the contractor, I certify that this Report is complete and correct and all equipment and material used and work performed during this Reporting period are in compliance with the contract plans and specifications, to the best of my knowledge, except as noted above.**

QC REPRESENTATIVE'S SIGNATURE	DATE	SUPERINTENDENT'S INITIALS	DATE

Chapter 4 – Submittals & Transmittals

What you will learn from this Chapter

- **Overview of Submittals Requirements**
- **Reference Documents**
- **SpecsIntact Submittal Program**
- **Submittal Register (ENG Form 4288)**
- **Transmittal Log (ENG Form 4025)**
- **Transfer of Submittals**

Contract Submittals

Overview

This chapter furnishes information on **Submittals and transmittals** for our contracts and provides instructions for utilizing the associated **Submittal** related modules of the QCS program.

Reference Documents:

1. **Engineer Regulation ER 415-1-10: Contractor Submittal Procedures** (http://www.usace.army.mil/publications/eng-regs/er415-1-10/toc.htm)
2. **Engineer Regulation ER 1180-1-6: Construction Quality Management** (http://www.usace.army.mil/publications/eng-regs/er1180-1-6/toc.htm)
3. **Guide Specification UFGS-01 33 00: Submittal Procedures** (www.wbdg.org/ccb/DOD/UFGS/UFGS%2001%2033%2000.pdf)

Submittals are a Contract Requirement

The Contractor is required to furnish a specified quality of construction, including materials and equipment to be incorporated in the work. Control of the quality of materials and equipment require timely review, testing, or other evaluation. All required submittals must be made in time to allow for evaluation, approval, procurement, and delivery prior to the preparatory control phase and before the item is needed in the construction process. The primary responsibility for the overall management and control of contractor submittals lies with the ***Prime Contractor***. Monitoring of the Contractor's quality management control to assure that the submittals are timely, appropriately certified, and in compliance with the contract is the responsibility of the ***Government***.

While the submittal process can be time consuming for both Contractor and Government technical and administrative personnel and can significantly affect the construction schedule, procurement, placement, testing, and transfer procedures, it is critical to the success of both the quality control and quality assurance processes. As such, its scope must be carefully thought out during the design process and submittal requirements tailored to trim-fit the specific job. Because submittal approval must be timely to allow procurement and delivery of materials or equipment prior to the preparatory inspection (P/I) phase of the 3-step inspection process, the number and type of submittals required by the contract should be kept to the minimum amount sufficient to assure the specified construction quality is achieved.

From a contractual standpoint, all required submittals are “important”. However, some are more critical to quality management than others, particularly extensions of design, deviations, and those involving critical materials or equipment, which must be compatible with an entire system. By regulation and policy, these critical submittals require Government approval. Review for Government approval can involve construction field and District Office, District engineering division, and design Architect-Engineer personnel. Submittals of a less critical nature are usually approved by the contractor and submitted to the Government “***For Information Only***” (FIO). As a quality assurance measure, regulations require Government review of a percentage (10%) of all Contractor approved **FIO** submittals.

Submittals that require Government Approval

Submittals that should always require Government Approval are: (Examples provided are not all inclusive and are used only for illustration purposes.)

Extensions of Design

Examples:

1. Fire Alarm Systems
2. Fire Sprinkler Systems
3. Prefabricated Buildings
4. Structural Steel Drawings
5. Standing Seam Metal Roof Drawings
6. Coordination Studies such as short circuit analysis

Critical Materials

These are materials that must meet specific quality performance standards.

Examples:

1. Coatings for Cathodic protection of storage tanks
2. High-pressure piping and controls
3. Acid and Hazardous Waste Systems
4. Architectural Finishes for Customer Approval

Deviations

This includes any submittal by the construction Contractor that varies from the construction contract specifications or drawings.

O&M Manuals

These include those involving equipment that must be checked for compatibility with the entire system.

Examples:

1. Sewage Treatment Systems

2. Water Purification Plants
3. Energy Management Control Systems
4. Intrusion Detection Systems
5. Power Generation and Distribution Systems

A Mechanical Engineer assigned as a District support staff provided the following scenario about the difference between an **FIO** and a **GA** submittal. It seems to hit the head on the nail, and is worth sharing:

I found myself in the middle of a heated discussion concerning a *For Information Only* (FIO) submittal.

The contractor felt the government reviewer had imposed additional and unreasonable requirements on an FIO submittal, after all, it was for information only. *Why was the reviewer requesting more information? Why was the submittal rejected as incomplete and returned?*

A great question! What is the difference between an FIO submittal and a Government Approved, GA, submittal?

The only difference that I could think of was payment. The GA submittal requires an approved action code by the government before we will accept an invoice for payment. After an FIO submittal receives an approved action code from the Contractor Quality Control staff and it is submitted to the government, the contractor can invoice the government in the next pay request without waiting for any further action by the government.

Reviewing section 01330, Submittals, paragraph 3.1, the information required in the submittal does not vary from a GA to an FIO submittal. The information requirements are not dependent upon who is doing the review and approval. The FIO and GA designation refers to only the approval sequence of the submittal.

In the above event, the government reviewer was correct in requiring the Contractor to provide additional information per the appropriate SD and rejecting the submittal as incomplete.

During our review of FIO submittals, 10% of all FIO submitted for a project, we should not expect to see a lesser-detailed submittal nor should we accept a lesser-detailed submittal.

Emmanuel J. Molina, CESPL-CO-CS

SpecsIntact

(Specifications-Kept-Intact) Specification Production System

The National Aeronautics and Space Administration (NASA) developed this program over a period of years; by the Construction Criteria Base (CCB) system, which was developed by the National Institute of Building Sciences (NIBS); by the cooperative efforts of the military services; and by the Internet.

The use of SpecsIntact in both Military and Civil construction contracts is mandatory, as established within Engineering Regulation ***ER 1110-2-1201*** and CEMP-EA (1110) Memorandum of 14 April 1997, for all FY00 and future projects. This policy has been incorporated into ***ER 1110-345-700***, "***Drawings, Design Analysis, and Specifications***".

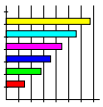
For those that may need assistance with SpecsIntact, the **Kennedy Space Center** (KSC) maintains a web site at URL **http://si.ksc.nasa.gov/specsintact/** to accept user feedback and to provide access to the latest software releases, the on-line User Guide, and other current news.

The Corps of Engineers uses a section numbering system based on the CSI MasterFormat; and uses a uniform section format based on the CSI Manual of Practice and the SpecsIntact system. The Corps of Engineers Guide Specifications is designed to be used with SpecsIntact. It is a personal computer-based system for the production of project specifications. SpecsIntact is designed to assemble project specifications from one or more guide specification databases (Masters), from other projects, or from sections written specifically for the project. When our contract specifications are generated in SpecsIntact they can be directly imported into RMS in the format of the ENG Form 4288, ***Submittal Register***, and then exported into the QCS program. A future enhancement will afford the ability to import from SpecsIntact directly into QCS. This will be especially important for Design-Build contracts. QCS currently has the ability to import a Submittal Register using an Excel Template.

Government Responsibilities (ER 415-1-10)

The designer will prepare a list of submittals required for each contract. This list must be very specific to allow the construction Contractor to know exactly what is required to be submitted. This list will be prepared electronically on ENG Form 4288-R (***Submittal Register***) and will be limited to columns "d" thru "o". This list will be provided in hard copy and on computer diskette, which is compatible with the QCS and RMS software. Prior to advertisement, construction and engineering elements jointly determine what submittals require Government Approval (GA) and what submittals are designated For Information Only (FIO). This is noted in columns "p" and "q" on the ENG Form 4288-R. Column "r" is used to designate the reviewer. The information on ENG Form 4288-R is usually incorporated into the specifications prior to advertisement. However, for Design-Build contracts, the Contractor is required to produce this document.

1. The Government COR (Contracting Officer Representative) should review the Contractor's submittal control document for compliance to the contract, and to assure that all required submittal schedules, review time, and procurement lead times are reasonable. In addition, the document should be checked against the ***Network Analysis System*** or other approved construction schedule.



Good News Scenario: Contractor reflects that he is 30-days AHEAD OF SCHEDULE.

Bad News Scenario: The Contract Submittals may very well be BEHIND SCHEDULE by the same time.

Solution: If work or progress is being accelerated for any reason, including Contractor efficiency, the submittal process must also be accelerated.

2. The master copy of the control document is usually maintained in the Area/Resident Office. Control at this level is necessary to ensure effective management of the Contractor and timely response by the Government. It is essential that a complete record of all action dates be maintained and that the document reflects current information for each contract. It is important that certifications required after completion of construction, like roofing systems and underground heat distribution systems, be monitored and obtained at the appropriate times. The Area/Resident Engineer should monitor progress at all times and take appropriate action for any delay. Examples of appropriate actions for Contractor caused delays include letters advising of delinquency, retainage for unsatisfactory progress, and nonpayment for unapproved materials.

Submittal Processes

Now that we understand way more than we will probably need to know, let's look at how to use QCS for control of Submittals.

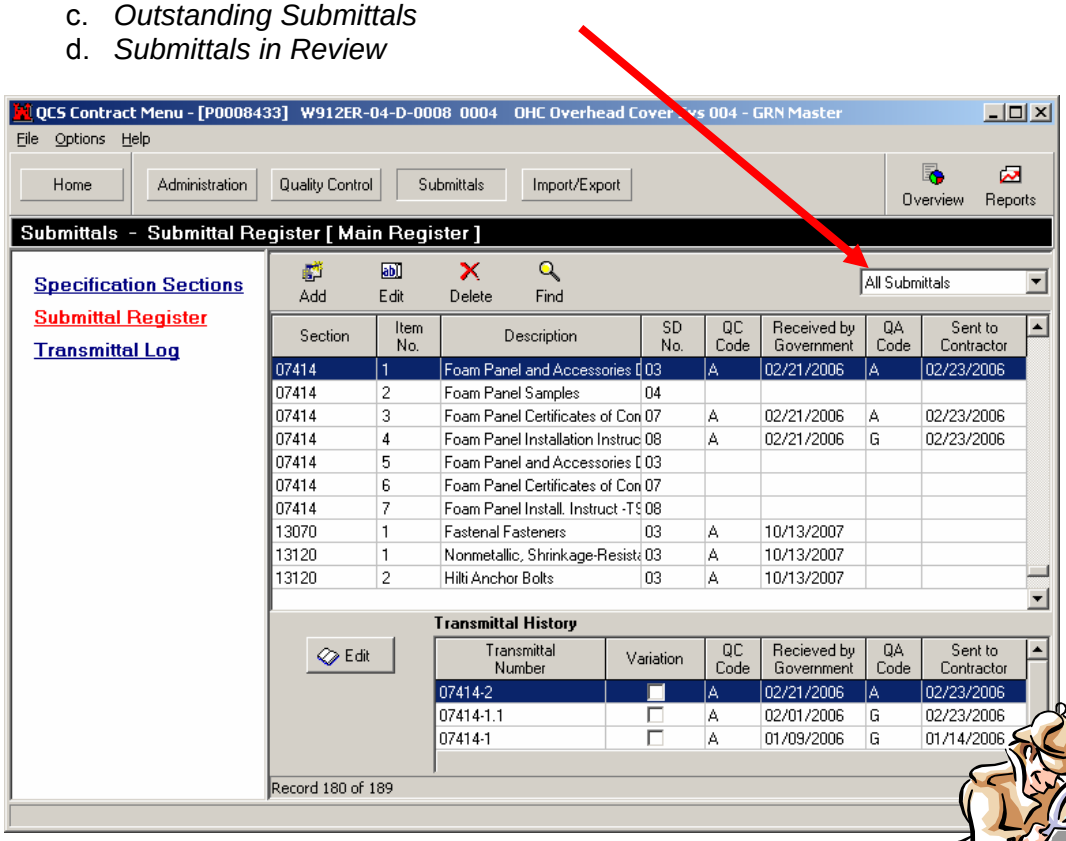
Contract Setup

During the setup of a contract, the Government will typically load the ENG Form 4288, Submittal Register, into RMS and it would be exported to the QCS program upon award of the contract. The register is best imported directly from SpecsIntact, as explained earlier. In the case of a Design-Build contract, the Contractor will eventually be able to import the register directly from SpecsIntact. At this time, it can be loaded manually into QCS, which is typical for a Design-Build contract. A contract may have an unlimited number of submittal registers, and this is determined by the contract itself. The setup for determining the number of registers is part of the RMS program and would be exported to the QCS program.

This screen reflects a listing of submittal items from the QCS program. It is accessed from the **CONTRACT MENU /SUBMITTALS / SUBMITTAL REGISTER**, as shown below.

This listing can be filtered by one of the following choices:

a. *All Submittals*
b. *Completed Submittals*
c. *Outstanding Submittals*
d. *Submittals in Review*


QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Submittals - Submittal Register [Main Register]
Specification Sections
Submittal Register
Transmittal Log
Add
Edit
Delete
Find
All Submittals
Section | Item No. | Description | SD No. | QC Code | Received by Government | QA Code | Sent to Contractor
07414 | 1 | Foam Panel and Accessories [| 03 | A | 02/21/2006 | A | 02/23/2006
07414 | 2 | Foam Panel Samples | 04
07414 | 3 | Foam Panel Certificates of Con | 07 | A | 02/21/2006 | A | 02/23/2006
07414 | 4 | Foam Panel Installation Instruc | 08 | A | 02/21/2006 | G | 02/23/2006
07414 | 5 | Foam Panel and Accessories [| 03
07414 | 6 | Foam Panel Certificates of Con | 07
07414 | 7 | Foam Panel Install. Instruct -TS | 08
13070 | 1 | Fastenal Fasteners | 03 | A | 10/13/2007
13120 | 1 | Nonmetallic, Shrinkage-Resista | 03 | A | 10/13/2007
13120 | 2 | Hilti Anchor Bolts | 03 | A | 10/13/2007
Transmittal History
Edit
Transmittal Number | Variation | QC Code | Recieved by Government | QA Code | Sent to Contractor
07414-2 | A | 02/21/2006 | A | 02/23/2006
07414-1.1 | A | 02/01/2006 | G | 02/23/2006
07414-1 | A | 01/09/2006 | G | 01/14/2006
Record 180 of 189

Only after our Submittal register(s) is setup, will we be able to begin tracking the actual *Submittals* and *Transmittals* for our contract.

Submittal Requirements

If the Government, via the RMS program, has the SpecsIntact import, you are finished with the setup and the register may be viewed immediately. However, you still may want to make manual entries, or even the complete register entry, so we will explore that process next.

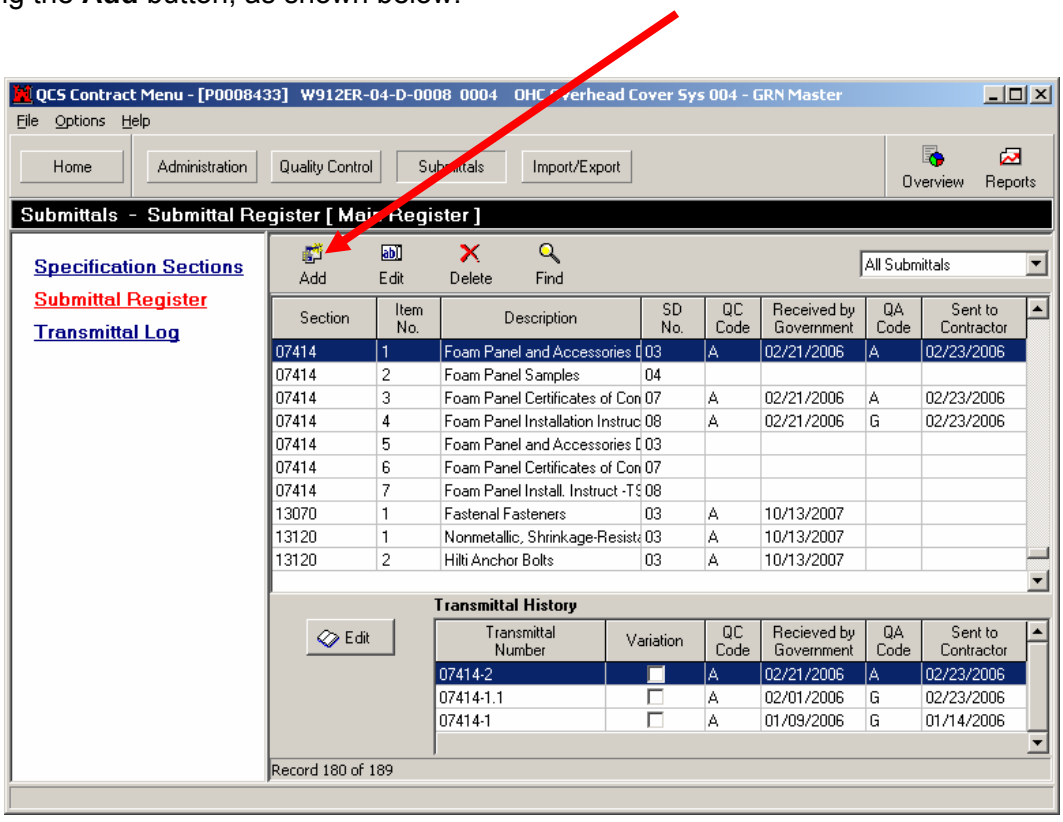
SUBMITTAL REGISTER (ER 415-1-10) — TITLE AND LOCATION: Landfill Expansion,Ft. Irwin, CA — DATE: 04 Jul 2000 — CONTRACTOR: Sun Eagle Corporation — CONTRACT NUMBER: DACA09-97-C-0052

ACTIVITY NUMBER	TRANSMITTAL NUMBER	ITEM NUMBER	SPECIFICATION PARAGRAPH NUMBER	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION: INFO ONLY	CLASSIFICATION: GOVT APPR	REVIEWER	CONTRACTOR SCHEDULE DATES: SUBMIT NEEDED BY	CONTRACTOR SCHEDULE DATES: APPROVAL NEEDED BY	CONTRACTOR SCHEDULE DATES: MATERIAL NEEDED BY	CONTRACTOR ACTION: CODE	CONTRACTOR ACTION: SUBMIT TO CORPS	GOVERNMENT ACTION: CODE	GOVERNMENT ACTION: DATE
SECTION - 00200			**Bid/Proposal Form**												
	3	1	00200			X		Eric G Holland							29 Jul 98
SECTION - 00300			**Subcontractor List**												
		1	00300			X									
SECTION - 16721			**Fire Detection and Alarm System**												
P570		1	16721 3.6	Fire Alarm Control Panel	Data	X		Fred Freeman							

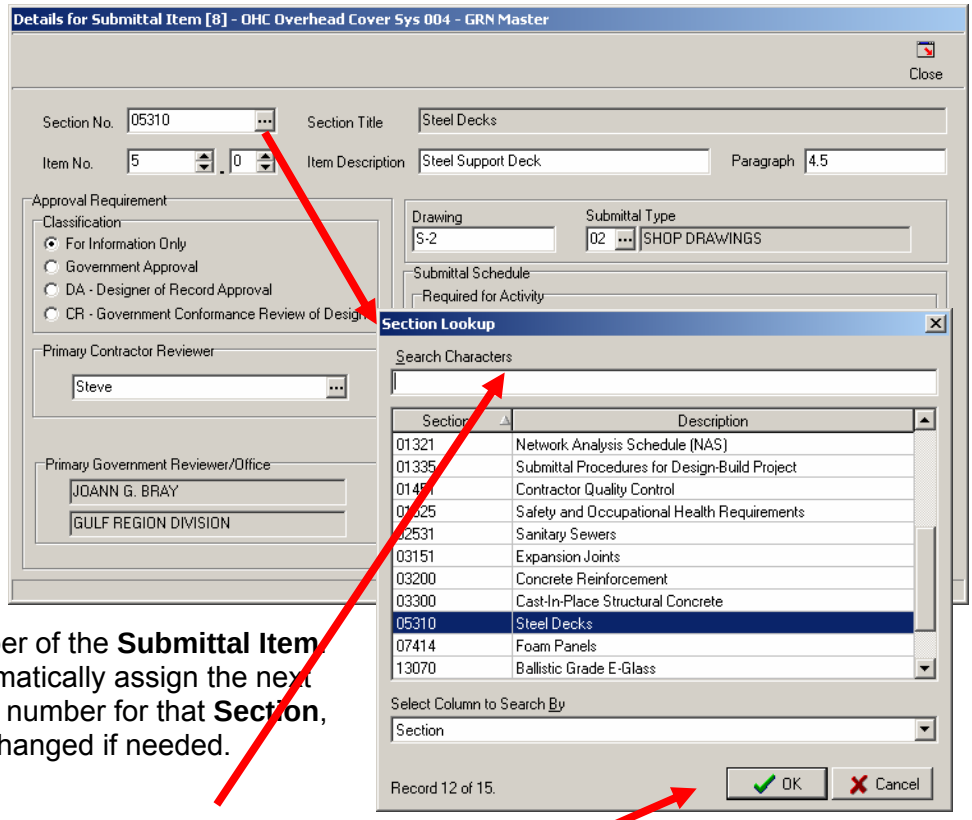
Example Register – ENG Form 4288

Manually Adding Submittal Items to the Register

We begin the process by selecting **Submittals** and highlighting **Submittal Register** and pushing the **Add** button, as shown below.


QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Submittals - Submittal Register [Main Register]
Specification Sections
Submittal Register
Transmittal Log
Add
Edit
Delete
Find
All Submittals
Section | Item No. | Description | SD No. | QC Code | Received by Government | QA Code | Sent to Contractor
07414 | 1 | Foam Panel and Accessories [| 03 | A | 02/21/2006 | A | 02/23/2006
07414 | 2 | Foam Panel Samples | 04 | | | | |
07414 | 3 | Foam Panel Certificates of Con | 07 | A | 02/21/2006 | A | 02/23/2006
07414 | 4 | Foam Panel Installation Instruc | 08 | A | 02/21/2006 | G | 02/23/2006
07414 | 5 | Foam Panel and Accessories [| 03 | | | | |
07414 | 6 | Foam Panel Certificates of Con | 07 | | | | |
07414 | 7 | Foam Panel Install. Instruct -TS | 08 | | | | |
13070 | 1 | Fastenal Fasteners | 03 | A | 10/13/2007 | | |
13120 | 1 | Nonmetallic, Shrinkage-Resista | 03 | A | 10/13/2007 | | |
13120 | 2 | Hilti Anchor Bolts | 03 | A | 10/13/2007 | | |
Transmittal History
Edit
Transmittal Number | Variation | QC Code | Recieved by Government | QA Code | Sent to Contractor
07414-2 | | A | 02/21/2006 | A | 02/23/2006
07414-1.1 | | A | 02/01/2006 | G | 02/23/2006
07414-1 | | A | 01/09/2006 | G | 01/14/2006
Record 180 of 189

Submittal Item Screen



Use the lookup, or manually type in the **Section** number of the **Submittal Item**. QCS will automatically assign the next available **Item** number for that **Section**, but it can be changed if needed.

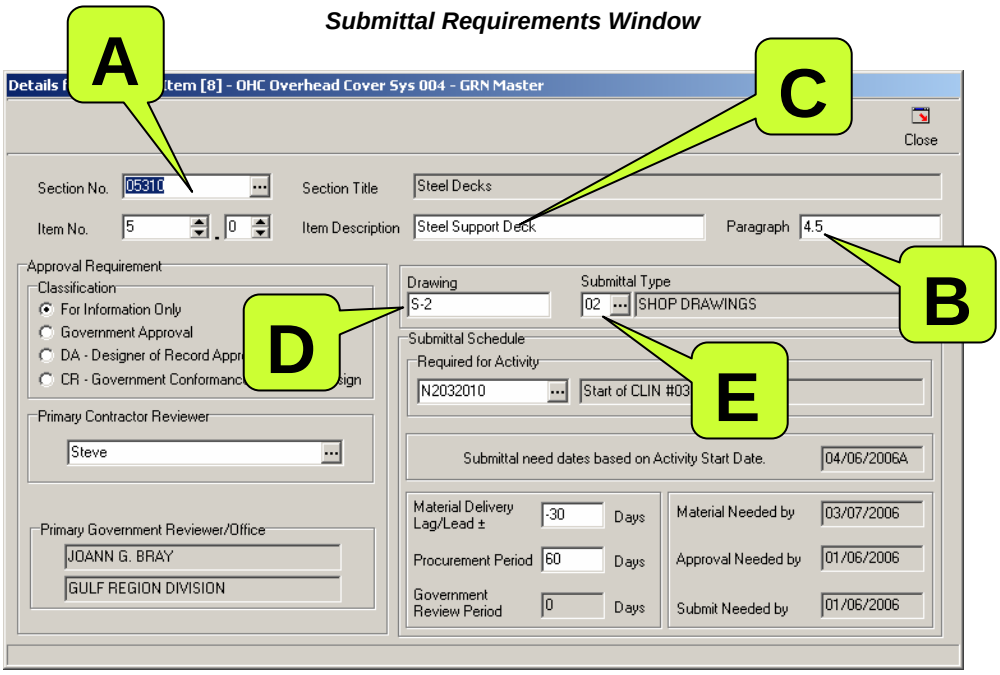
You can “search” by *Section* or *Description*.

Push the **OK** button when completed.

You are now ready to begin entering the specific details and requirements of the submittal item.

Submittal Details and Requirements

Submittal Requirements Window



A After the **Section** and **Item** numbers are inserted, and you leave this first screen, they cannot be changed. (If it is incorrect, you will need to delete it and re-enter before proceeding further.)

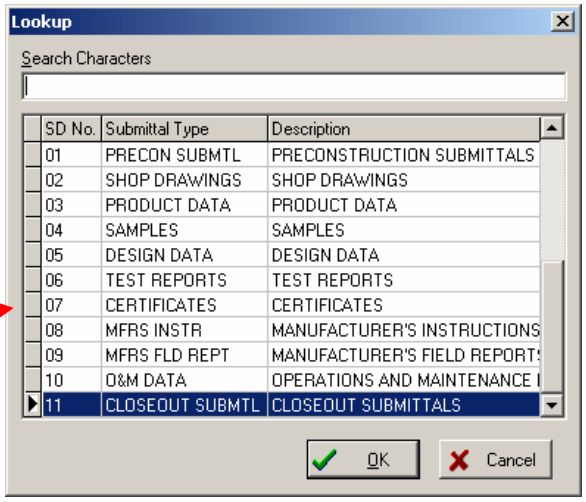
B The **Paragraph** number is entered from the *Specification Section* paragraph that references the details of this particular submittal item.

It is highly recommended that the paragraph number be taken from within the body of the specification section that gives the *detailed requirements* of the item. The paragraph number from the front of the section that simply requires the item to be submitted is actually of little use for our purposes of administering the contract.

C The **Description** of the item should clearly convey what it is that is being submitted. It is best not to abbreviate unless is just makes sense to do so. The **Description** will appear on many of the Forms and Reports throughout the QCS and RMS programs.

D The **Drawing** number is the sheet number from the *Contract Drawings* where the item being submitted may be located or referenced (e.g., Sheet C-3A).

E The **Submittal Type** conveys the nineteen *Submittal Descriptions* (SD) that are part of the SpecsIntact program. There are eleven submittal descriptions used on Corps of Engineers', Department of the Air Force, and the Department of the Navy contracts.



Submittal Type Lookup Table

Submittal Descriptions:

SD-01 = Preconstruction Submittals - Submittals which provide Certificates of Insurance, Surety Bonds, List of proposed subcontractors, List of proposed products, Construction Progress Schedule, Submittal Register, Schedule of values, Health and Safety Plan, Work Plan, Quality Control Plan and Environmental Protection Plan.
SD-02 = Shop Drawings – Drawings, schedules, diagrams, and other data prepared specifically for this contract, by contractor or through contractor by way of subcontractor, manufacturer, supplier, distributor, or other lower tier contractor, to illustrate portion of work.
SD-03 = Product data – Preprinted material such as illustrations, standard schedules performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate portion of work, but not prepared exclusively for this contract. It also includes samples of warranty language when the contract requires extended product warranties.

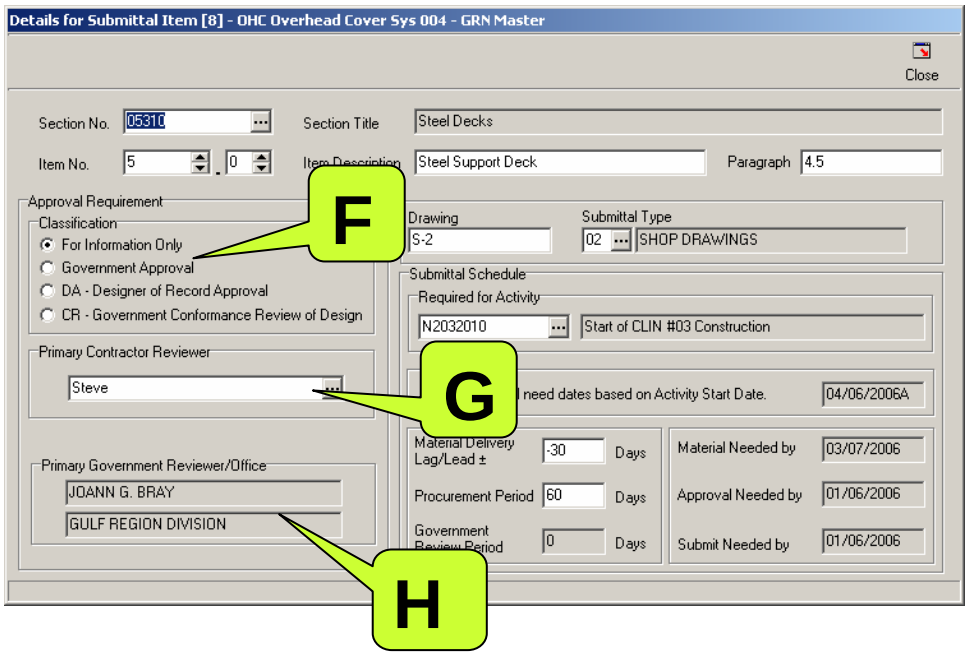
SD-04 = Samples – Physical examples of products, materials, equipment, assemblies, or workmanship that are physically identical to portion of work, illustrating portion of work or establishing standards for evaluating appearance of finished work or both. This includes color samples, field samples and mock-ups constructed on the project site.
SD-05 = Design Data – Calculations, mix designs, analyses or other data pertaining to a part of work.
SD-06 = Test Reports – Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.) Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site. Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation. Investigation reports. Daily checklists. Final acceptance test and operational test procedure.

SD-07 = Certificates – Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project. Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications. Confined space entry permits.
SD-08 = Manufacturer's Instructions – Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data Sheets concerning impedances, hazards and safety precautions.
SD-09 = Manufacturer's Field Reports – Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions. Factory test reports.
SD-10 = Operation and Maintenance Data – Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.
SD-11 = Closeout Submittals – Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

The SpecsIntact Configuration, Control and Coordinating Board have assigned the SD numbers and names, and they correspond to the terminology used in the technical sections. These numbers and names should remain consistent. An individual Corps of Engineers District Office can add additional SD numbers and names within the Government RMS program.

Approval Requirements

Submittal Requirements Window



F Indicate whether this submittal item will be approved by the Contractor (**For Information Only**) or will require **Government Approval**. The submittal register (*ENG Form 4288-R*) will use the abbreviation of **FIO** for Information Only submittals and **GA** for Government Approval.

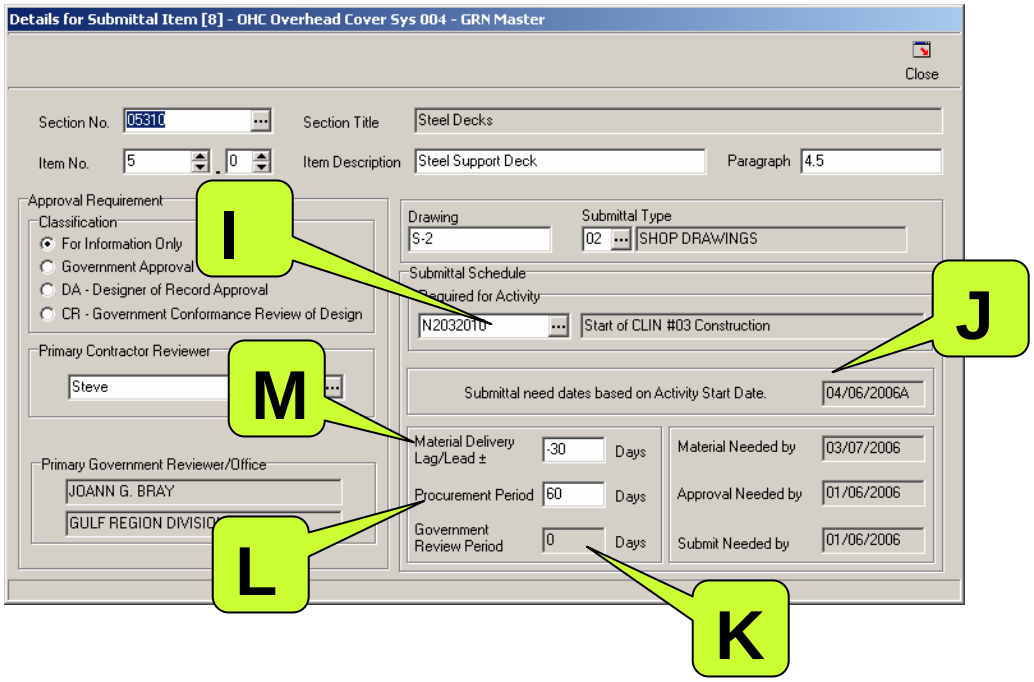
G The **Primary Contractor Reviewer** should be selected from the Lookup table. This is typically the individual with overall responsibility for submittal control for the QC process. This individual would coordinate all comments for secondary reviewers, subcontractors, and so forth, prior to submitting the final comments back to the Government with the Transmittal form (*ENG Form 4025*).

H The **Primary Government Reviewer/Office** blocks are primarily controlled by the Government. The lookup can initially be used to indicate that it is expected to be reviewed at the Corps of Engineers District Office (DO), Area Office (AO), Resident Office (RO), Project Office (PO), or by the Architect-Engineer (AE). It may be changed by the Government via a future Export / Import. This is typically the individual with overall responsibility for submittal control for the QA process. This individual would coordinate all comments for secondary reviewers prior to submitting the final comments back to the Contractor with the Transmittal form (*ENG Form 4025*).

Submittal Schedule

In order verify that submittals are or will be timely, they must be coordinated with the Contractor's *scheduling system* (i.e., NAS). QCS, RMS and *ENG Form 4288-R* ***REQUIRE*** that every submittal item be attached to an individual **Activity** from the Contractor's schedule.

Submittal Requirements Window



I Use the lookup provided for ***Required for Activity*** and attach the associated Activity for the item being entered on this screen. The idea is to be able to verify that an item is submitted prior to submitting payment for an associated Activity. Therefore, **IT MUST BE ATTACHED to the VERY FIRST activity that has money (funds) attached to it.** The submittal must be approved, etc., prior to the first occurrence of the product being used or installed.

This is important for many obvious reasons, but one specifically comes to mind that we need to understand:

The Activity ***start date***, along with ***material procurement and lag/lead times***, and the ***Approval period*** is what determines the dates printed out on the *ENG Form 4288-R* and provides the data for the various sorts within our Submittal Reports.

J In this example, QCS and RMS will *compute* the Submittal need date on the **Activity Schedule** for the Activity, based on the NAS being used. Alternatively, a **Manually Entered**

Work Start Date could be entered here. If the Manual method is selected, a popup calendar will appear and you must enter, and keep updating, the expected start date for the activity.

K The **Government Review Period** is typically 35 calendar days, exclusive of mail time. However, there may be specific submittals or technical sections that have different review periods. For example, it is not uncommon for a contract to specify 90-calendar days for approval of structural steel drawings or prefabricated metal buildings, and so forth. There may also be shorter review periods in some of the front-end specification sections. In any case, enter the review period for this item as required. It will be a time specified in the contract, or a time as mutually agreed after award of the contract.

In the case of a Design-Build Contract, the Contractor must also account for any review period by his Design forces. This may result in a very lopsided requirement time for the submittal to be provided.

L You, as the Contractor, are the only one that can complete the **Material Procurement Period** (unless, perhaps, that Government Furnished Property is being entered). The Prime Contractor must coordinate this period with the responsible Subcontractor during the completion of the register.

Common materials, like cement or gravel may be considered “off-the-shelf items” and the procurement period may be entered as zero. However, there are many pieces of electrical and mechanical equipment that takes weeks, and even months, to receive on the jobsite, following submittal approval. This is an area often ignored, but should be consistently recorded.

M The item represented by this submittal should always be linked to a pay activity. Consequently, the item is either needed on site before the activity starts, when it starts, or after it starts. QCS and RMS use the terms *Lag/Lead* for tracking this information.

Lead Time: minus (-) so many days prior to start of activity

Example: The Activity may be “Drywall”. The submittal item may be the *sheetrock* needed for the Activity. The *sheetrock* may be needed on site 3 days prior to start of the “Drywall” to allow stocking, verification, etc.

Zero: start of activity

Example: The Activity may be “Concrete”. The submittal item may be “Curing Compound” (an off-the-shelf item). The curing compound is needed when the activity “Concrete” begins.

Lag Time: plus (+) so many days after start of activity

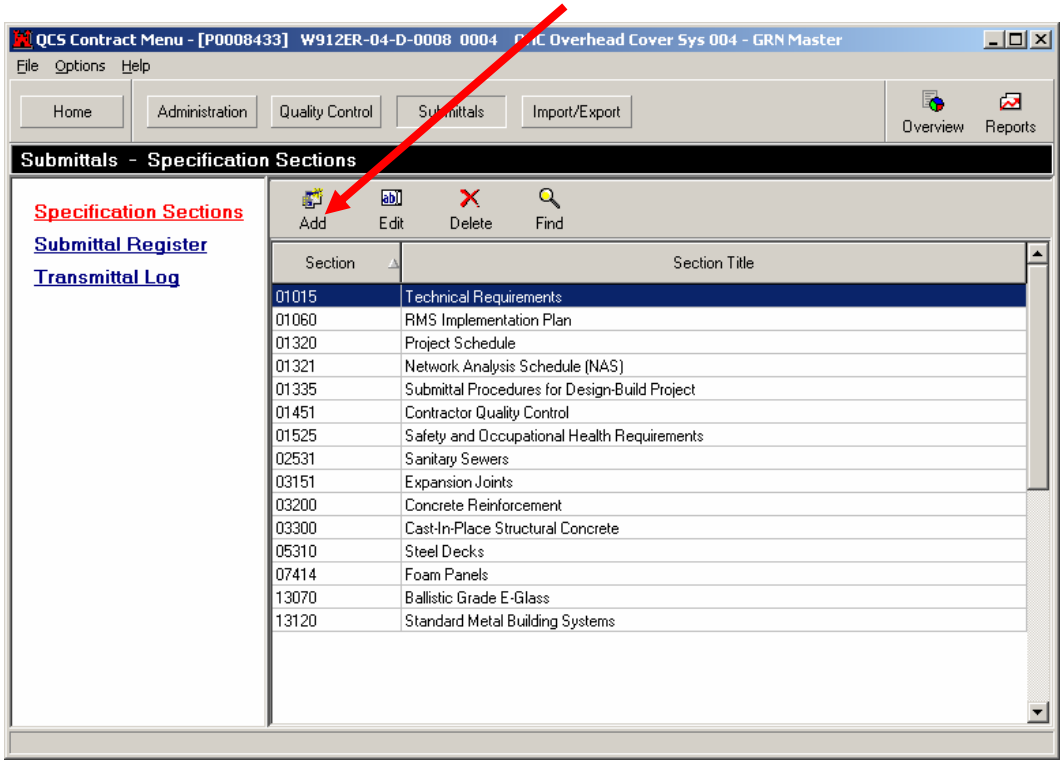
Example: The Activity may be “Erect Metal Building”. The submittal item may be “*Metal Siding*”. The “Metal Building” would be started with erection of the structural steel members and after

that was completed; the "*Metal Siding*" would be applied. This lag time may be several days or even weeks.

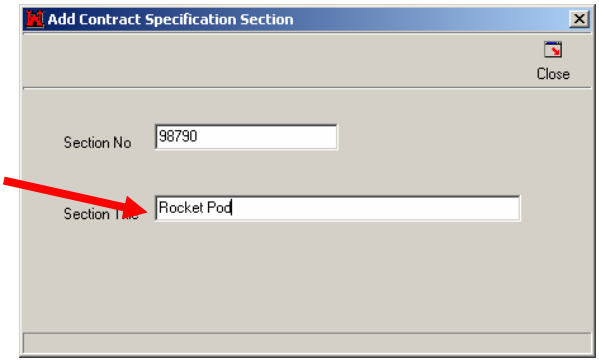
Specification Sections

There may be occasion where the Contractor needs to add a Specification Section that is not in the existing submittal register. For example, a Modification has added a specification section, or the contract is a Design-Build contract. You have multiple choices when adding a **Specification Section** within QCS. You may select the **Add** button and view the drop-down menu:

- Manually Add New Section
- Select Sections From MasterFormat 1995 Library
- Select Sections From MasterFormat 2004 Library



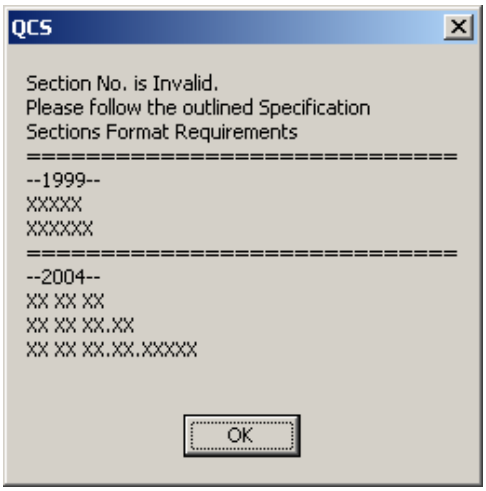
Manually Add New Section



You may add a section using any number or title you wish.

The section title may be up to 45 characters in length.

You must use the proper numbering format, otherwise, you will see the following window appear:



The 1999 MasterFormat number can consist of five numbers, followed by a letter.

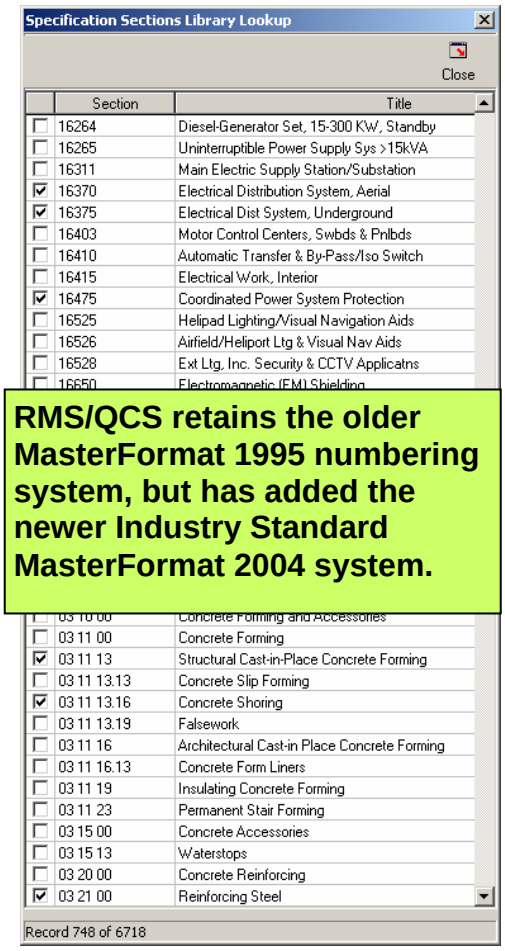
The 2004 MasterFormat is more complicated.

Select Sections from MasterFormat 1995 Library or 2004 Library

You view a lookup that originates in the **Government Library** from the **Home** menu. You can either **Check All Sections** (*I can't imagine you REALLY needing this, but……*) or check the individual sections you need.

RMS includes the older format of MasterFormat 1995 and also includes the MasterFormat 2004. The older version basically includes 16 Specification Divisions and the new format includes 50 Divisions (some are 'reserved' for future use).

When downloaded from SpecsIntact 2004 Library you will download all of the fourteen characters available. With this new format we are able to link the submittal items to various other data, such as QC Test or QA Tests.


Specification Sections Library Lookup
Close
Section
Title
16264 Diesel-Generator Set, 15-300 KW, Standby
16265 Uninterruptible Power Supply Sys >15kVA
16311 Main Electric Supply Station/Substation
16370 Electrical Distribution System, Aerial
16375 Electrical Dist System, Underground
16403 Motor Control Centers, Swbds & Pnlbds
16410 Automatic Transfer & By-Pass/Iso Switch
16415 Electrical Work, Interior
16475 Coordinated Power System Protection
16525 Helipad Lighting/Visual Navigation Aids
16526 Airfield/Heliport Ltg & Visual Nav Aids
16528 Ext Ltg, Inc. Security & CCTV Applicatns
16650 Electromagnetic (EM) Shielding
03 11 00 Concrete Forming
03 11 13 Structural Cast-in-Place Concrete Forming
03 11 13.13 Concrete Slip Forming
03 11 13.16 Concrete Shoring
03 11 13.19 Falsework
03 11 16 Architectural Cast-in Place Concrete Forming
03 11 16.13 Concrete Form Liners
03 11 19 Insulating Concrete Forming
03 11 23 Permanent Stair Forming
03 15 00 Concrete Accessories
03 15 13 Waterstops
03 20 00 Concrete Reinforcing
03 21 00 Reinforcing Steel
Record 748 of 6718

RMS/QCS retains the older MasterFormat 1995 numbering system, but has added the newer Industry Standard MasterFormat 2004 system.

This completes the preparation of the submittal register. These screens are completed for 100% of the items requiring submission. The *ENG Form 4288-R* can be generated and is officially known as the "Submittal Register". The next thing that occurs would be that of selecting one of more of these submittal items and sending them to the Government for approval or record purposes. The transmittal form that will be used is the *ENG Form 4025*.

Sample Submittal Register – ENG Form 4288

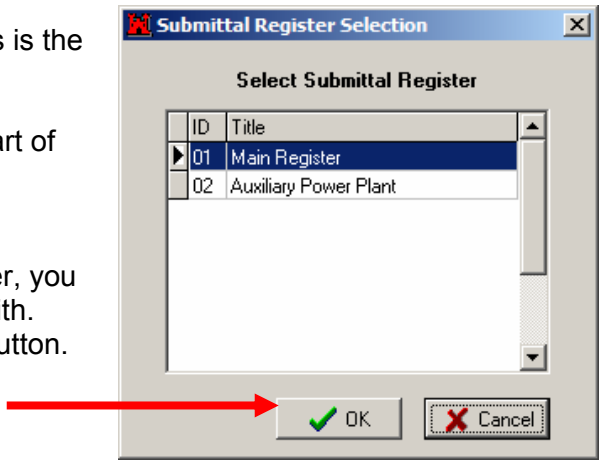
SUBMITTAL REGISTER (ER 415-1-10)								TITLE AND LOCATION: Ohio Overhead Cover Sys 004 - GRN Master, Smith Act Din, Kirkuk, and Nineva Governorates								DATE: 15 Oct 2007
								CONTRACTOR: Perini Corporation					CONTRACT NUMBER: W912GR-04-D-0009 0004			
ACTIVITY No.	TRANSMITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSIFICATION FIO, GA, DA or CR	CONTRACTOR REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION			
								SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE		
SECTION - 01015			Technical Requirements													
N10021240	7	1	01015 3.15.4	CLIN 0002 PX EAST - 60% Prelim. Design	DESIGN DATA	GA		06 Apr 06	06 Apr 06	06 Apr 06	A	15 Dec 05	G	30 Dec 05		
N10021440	6	4	01015 3.15.5	CLIN 0003 EAST MWR - 60% Prelim. Design	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	15 Dec 05	G	06 Feb 06		
N10021484	31	5	01015 3.15.5	CLIN 0003 EAST MWR -60/99% FINAL DESIG	DESIGN DATA	GA		10 Feb 06	25 Feb 06	25 Feb 06	A	09 Feb 06	G	23 Feb 06		
N10041540	8	7	01015 3.15.6	CLIN 0004 WEST MWR - 60% Prelim. Design	DESIGN DATA	GA		03 Jan 06	18 Jan 06	18 Jan 06	A	28 Dec 05	G	03 Jan 06		
N10041584	32	8	01015 3.15.6	CLIN 0004 WEST MWR - 60/99% FINAL DESI	DESIGN DATA	GA		09 Feb 06	24 Feb 06	24 Feb 06	A	09 Feb 06	G	23 Feb 06		
N10051140	4	10	01015 3.15.3	CLIN 0005 PX WEST - 60% Prelim. Design	DESIGN DATA	GA		30 Dec 05	14 Jan 06	14 Jan 06	A	15 Dec 05	G	10 Jan 06		
N10051184	10.2	11	01015 3.15.3	CLIN 0005 PX WEST -60/99% FINAL DESIGN	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06		
N10062440	11	13	01015 3.15.11	CLIN 0006 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	03 Jan 06	G	06 Feb 06		
N10071940	20	16	01015 3.15.12	CLIN 0007 DFAC - 60% Prelim. Design	DESIGN DATA	GA		03 Feb 06	18 Feb 06	18 Feb 06	A	30 Jan 06	G	17 Feb 06		
N10071984	35	17	01015 3.15.12	CLIN 0007 DFAC - 60/99% Final Design	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	10 Apr 06	G	19 Apr 06		
N10082040	14	19	01015 3.15.13	CLIN 0008 PX - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	09 Jan 06	G	25 Jan 06		
N10082084	75	20	01015 3.15.13	CLIN 0008 PX - 60/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	28 Apr 06	G	17 May 06		
N10093240	52	22	01015 3.15.17	CLIN 0009 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	27 Mar 06	G	07 Apr 06		
N10093284	85	23	01015 3.15.17	CLIN 0009 DFAC - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	18 May 06	G	01 Jun 06		
N11003440	53	25	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC - 60% Prelim	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	27 Mar 06	G	07 Apr 06		
N11003484	94	26	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC -60/99% Fina	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	28 May 06	G	14 Jun 06		
N11111084	57	29	01015 3.15.2	CLIN 0011 DFAC #3 - 60/99% FINAL DESIGN	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	03 Apr 06	G	19 Apr 06		
N11111090		30	01015 3.15.2	CLIN 0011 DFAC #3 - 100% DSGN COMPLETI	DESIGN DATA	GA		01 Jul 06	16 Jul 06	16 Jul 06						
N11213440	5	31	01015 3.15.7	CLIN 0012 INDOOR GYM EAST - 60% Prelim	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	07 Dec 05	G	28 Dec 05		
N11213484	29	32	01015 3.15.7	CLIN 0012 INDOR GYM EAST-60/99% FINAL DS	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06		
N11317440	16	34	01015 3.15.8	CLIN 0013 THEATRE - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	17 Jan 06	G	06 Feb 06		
N11317484	79	35	01015 3.15.8	CLIN 0013 THEATRE - 60%/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	09 May 06	G	17 May 06		
N11423440	56	37	01015 3.15.9	CLIN 0014 DFAC - 60% Prelim. Design	DESIGN DATA	GA		23 Nov 06	08 Dec 06	08 Dec 06	A	03 Apr 06	G	19 Apr 06		
N11423984		38	01015 3.15.9	CLIN 0014 DFAC -60/99% FINAL DESIGN	DESIGN DATA	GA		23 Nov 06	08 Dec 06	08 Dec 06						
N11423990		39	01015 3.15.9	CLIN 0014 DFAC - 100% DSGN COMPLETE S	DESIGN DATA	GA		23 Dec 06	07 Jan 07	07 Jan 07						
N11530440		40	01015 3.15.10	CLIN 0015 PX - 60% Prelim. Design	DESIGN DATA	GA		19 Nov 06	04 Dec 06	04 Dec 06						
N11530984		41	01015 3.15.10	CLIN 0015 PX - 60/99% FINAL DESIGN	DESIGN DATA	GA		28 Dec 06	12 Jan 07	12 Jan 07						
N11530990		42	01015 3.15.10	CLIN 0015 PX - 100% DSGN COMPLETE SUB	DESIGN DATA	GA		27 Jan 07	11 Feb 07	11 Feb 07						
N11625440	29	43	01015 3.15.14	CLIN 0016 GYM - 60% Prelim. Design	DESIGN DATA	GA		14 Feb 06	01 Mar 06	01 Mar 06	A	06 Feb 06	G	28 Feb 06		
N11625984	77	44	01015 3.15.14	CLIN 0016 GYM - 60%/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	08 May 06	G	17 May 06		
N11721440	30	46	01015 3.15.15	CLIN 0017 GYM - 60% Prelim. Design	DESIGN DATA	GA		14 Feb 06	01 Mar 06	01 Mar 06	A	06 Feb 06	G	28 Feb 06		
N11721984	78	47	01015 3.15.15	CLIN 0017 GYM - 60%/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	08 May 06	G	17 May 06		
N11822440	19	49	01015 3.15.16	CLIN 0018 MWR - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	20 Jan 06	G	28 Feb 06		
N11822984	82	50	01015 3.15.16	CLIN 0018 MWR - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	12 May 06	G	01 Jun 06		
RANGE: OUTSTANDING															SORT: SECTION & ITEM	

Transmittal Processes

Preparing the Transmittal Log (ENG Form 4025)

The form provided by QCS to track submittal items is the *Transmittal Log*. This log will include one or more submittal items for one (and only one) technical specification section. QCS will print this form as part of the Submittal Control process.

If your contract includes more than a single register, you will need to choose which one you want to work with. Select the appropriate register and push the **OK** button.



The Transmittal Log screen separates the transmittals into four different periods. The periods are reflected by the label on the four tabs and are primarily for tracking and reporting purposes:

Prepare Transmittals - Definition

- These are transmittals that have been prepared or are being prepared but, for one reason or another, have not been sent to the Government.

Transmittals in Review - Definition

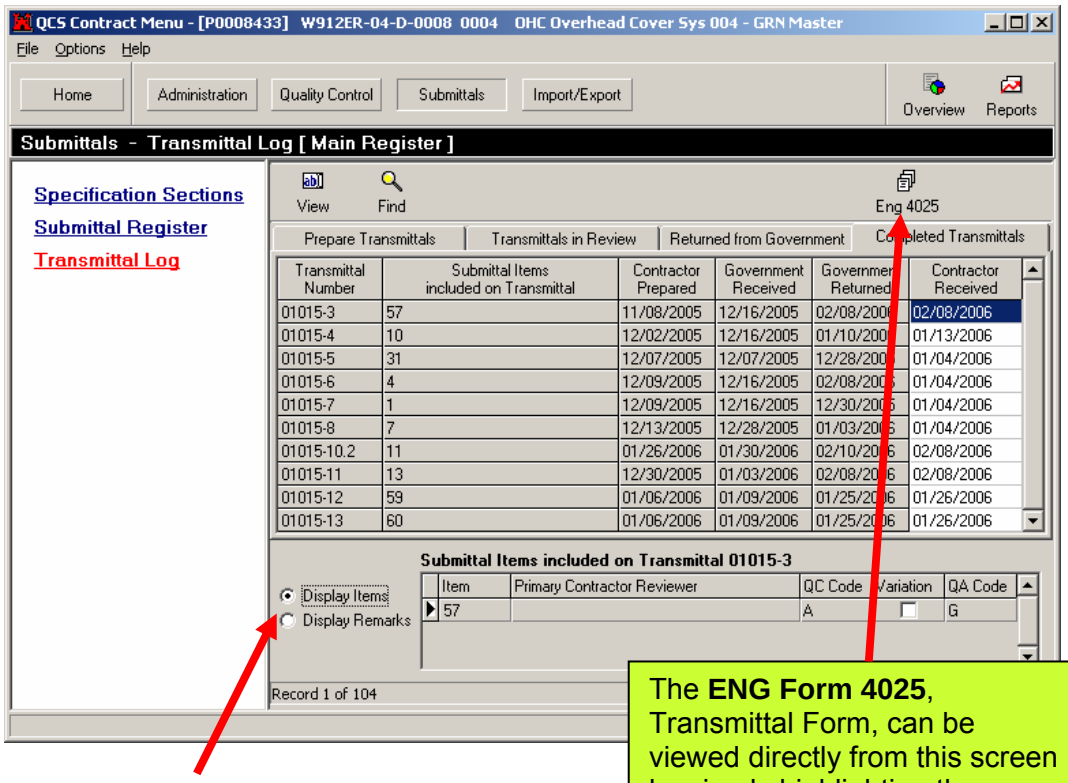
- These are *Prepared Transmittals* that have been completed by the Contractor and sent to the Government for review and/or information.

Returned from Government - Definition

- These are *Prepared Transmittals* that have been sent to the Government and the Government has taken approval/disapproval/acknowledgement action on it and returned it to the Contractor.

Completed Transmittals - Definition

- These are transmittals that have been returned by the Government and acknowledged as received by the Contractor.

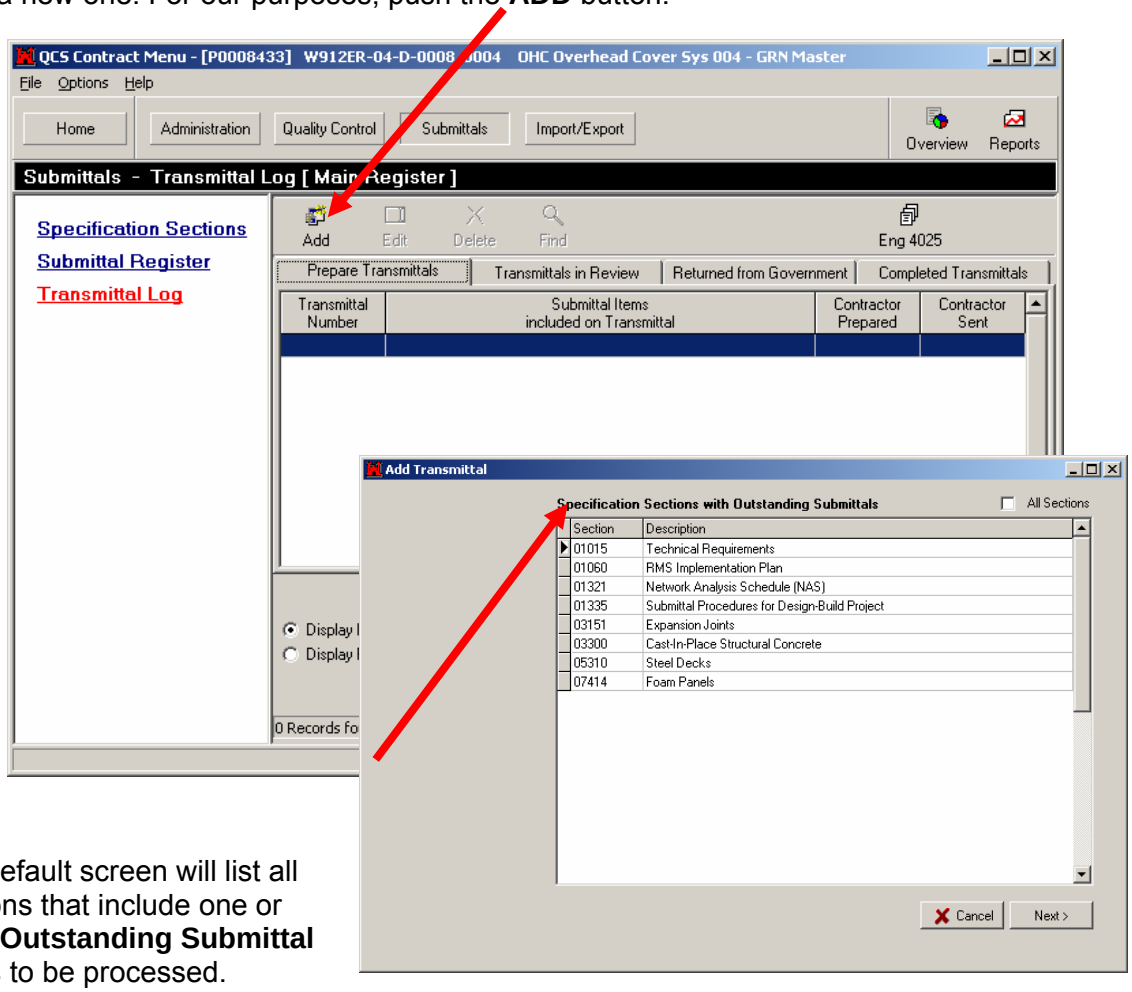


The **ENG Form 4025**, Transmittal Form, can be viewed directly from this screen by simply highlighting the desired transmittal and clicking on this button.

At the bottom of each screen you have the option of displaying the **Item Numbers** on the Transmittal, or the **Remarks** associated with the Transmittal.

Prepare Transmittals

The **Transmittal Log** is accessed from the main **CONTRACT MENU / ADMINISTRATION / Transmittal Log**, as shown on the following screen. You can **EDIT** an existing *Transmittal* or **ADD** a new one. For our purposes, push the **ADD** button.

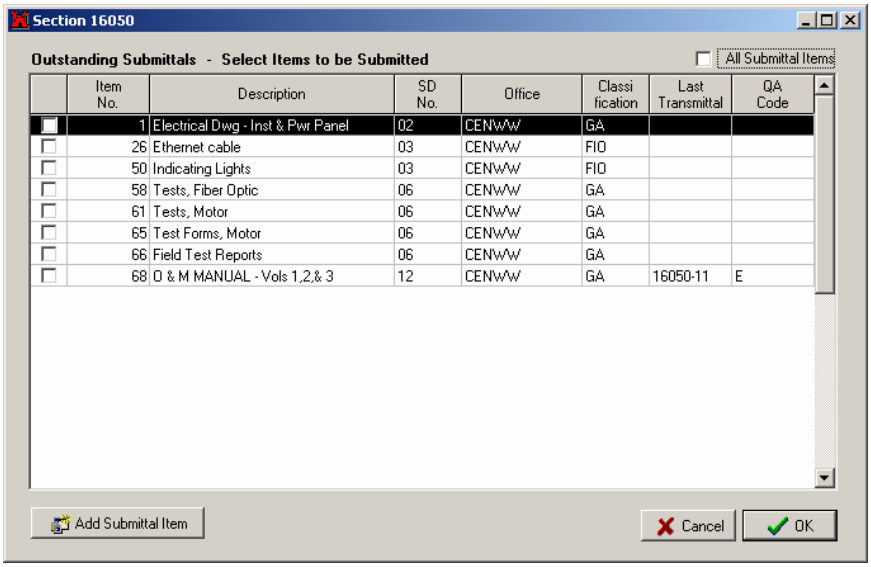


The default screen will list all sections that include one or more **Outstanding Submittal items** to be processed.

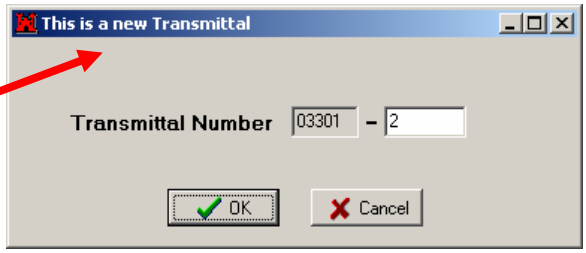
You may need to provide a transmittal for an item already submitted and approved, in which case you may select the **All Sections** box at the top right of the screen. In that case, ALL sections will be shown on the list, including completed submittal items.

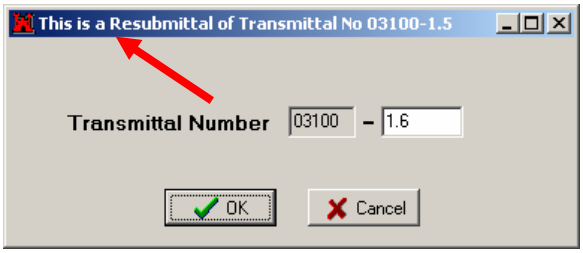
Choose the desired item from the listing and push the **Next** button on the lower right of the window.

The Next window shows all **Outstanding Submittals** from which to choose. You also have the option to show ALL submittal items if desired. You simply check one or more items that you want to include on the transmittal form. RMS will determine if the item is being submitted for the first time, or if it is a re-submittal of a previous item, and provide the numbering required to be used by the program.


Section 16050
Outstanding Submittals - Select Items to be Submitted
All Submittal Items
Item No.
Description
SD No.
Office
Classification
Last Transmittal
QA Code
1 Electrical Dwg - Inst & Pwr Panel 02 CENWW GA
26 Ethernet cable 03 CENWW FIO
50 Indicating Lights 03 CENWW FIO
58 Tests, Fiber Optic 06 CENWW GA
61 Tests, Motor 06 CENWW GA
65 Test Forms, Motor 06 CENWW GA
66 Field Test Reports 06 CENWW GA
68 O & M MANUAL - Vols 1,2,& 3 12 CENWW GA 16050-11 E
Add Submittal Item
Cancel
OK

If the first item selected is a NEW submittal, this screen will appear.

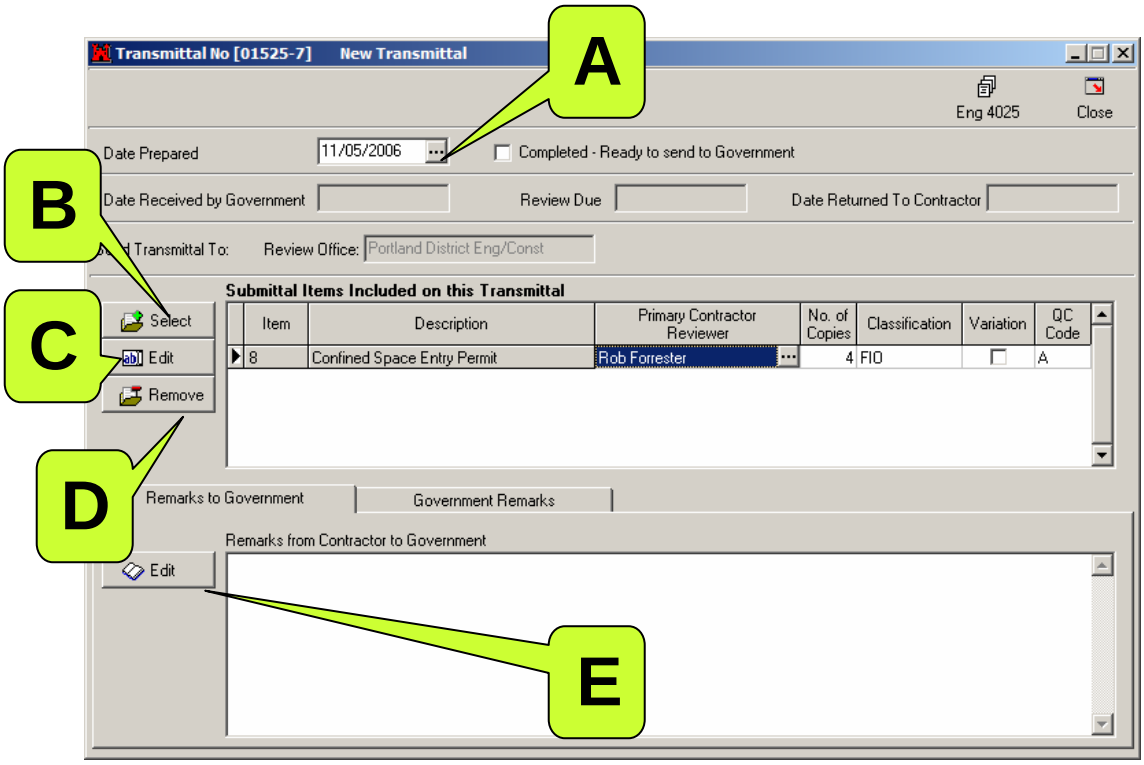




If the first item selected is a RESUBMITTAL, this screen appears.

In both cases above, the Transmittal Number can be changed. The first set of numbers, that represent the specification section, cannot be changed.

This screen is used to complete the preparation of the transmittal package.

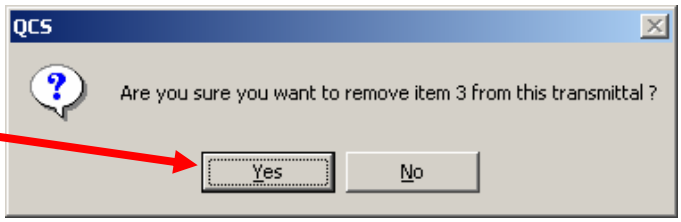


A. **Date Prepared.** This is the default date entered. It may be changed if required.

B. **Select.** If you have an item that was inadvertently missed on the list, the Select button will return you to the screen showing **Outstanding Submittals** and you can add it at this point.

C. **Edit (Submittal Item).** This selection will take you directly to the Submittal Item screen, on which you may make changes if required. For example, you may need to change the **Contractor Primary Reviewer,** or change the **Activity** the item is linked to.

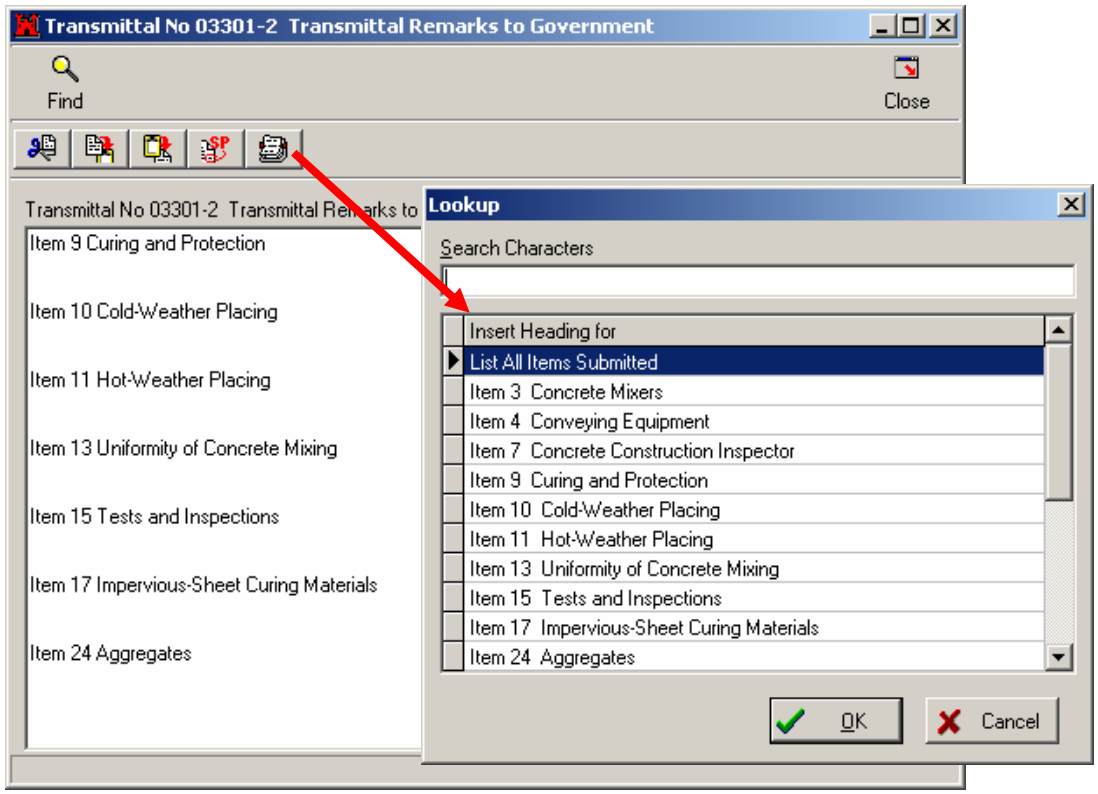
D. **Remove**. You may remove an item on the list if required.

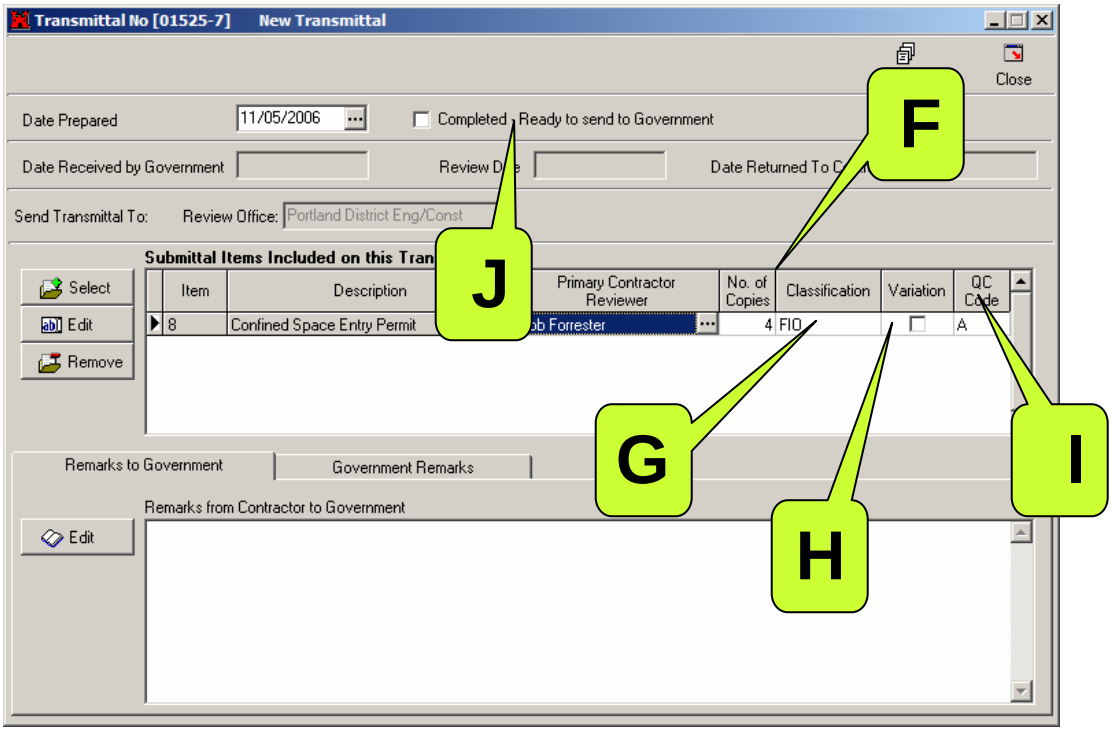


E. Edit (Remarks to Government). This selection not only gives you the typical Windows © features of **Cut, Copy, Paste,** and **Spell Check,** but also provides a **Lookup** that will list all items that have been selected for this Transmittal. You can use these as a "header" for any comments you wish to make.

To enter **Transmittal Remarks to Government**, you may type directly in the field at the bottom of the screen or, alternatively, push the **EDIT** button for a larger area in which to type.

Lookup Window for Submittal Items on the Transmittal



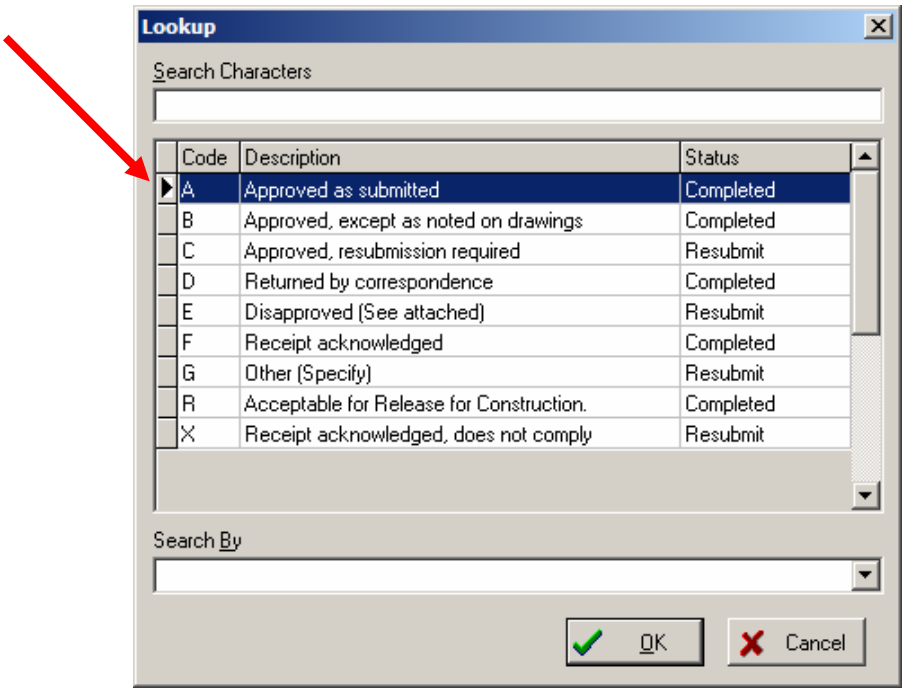


F. **No. of Copies.** Indicate the number of copies you are providing to the Government for this Transmittal.

G. **Classification.** This column advises that the Submittal Item is labeled “For Information Only” (FIO) or, for “Government Action” (GA).

H. **Variation.** If a Variation is intended by this Transmittal is must be indicated here. If a Contractor submits an item that varies from the specified product or condition, he is responsible to point out that **Variation** and provide an explanation of the **Variance** apart from a simple CHECKMARK. **If an item does vary, and the Contractor has explained it, approval of the item by the Government constitutes an acceptance of the variance**. It could be that a modification to the contract (credit or debit) is required if the variation is considered significant. Therefore, the Government should ALWAYS carefully review any variance during the submittal process.

I. **QC Code**. Indicate the "grade" given by the Quality Control Manager for this item. The options are shown in the lookup, as follows.



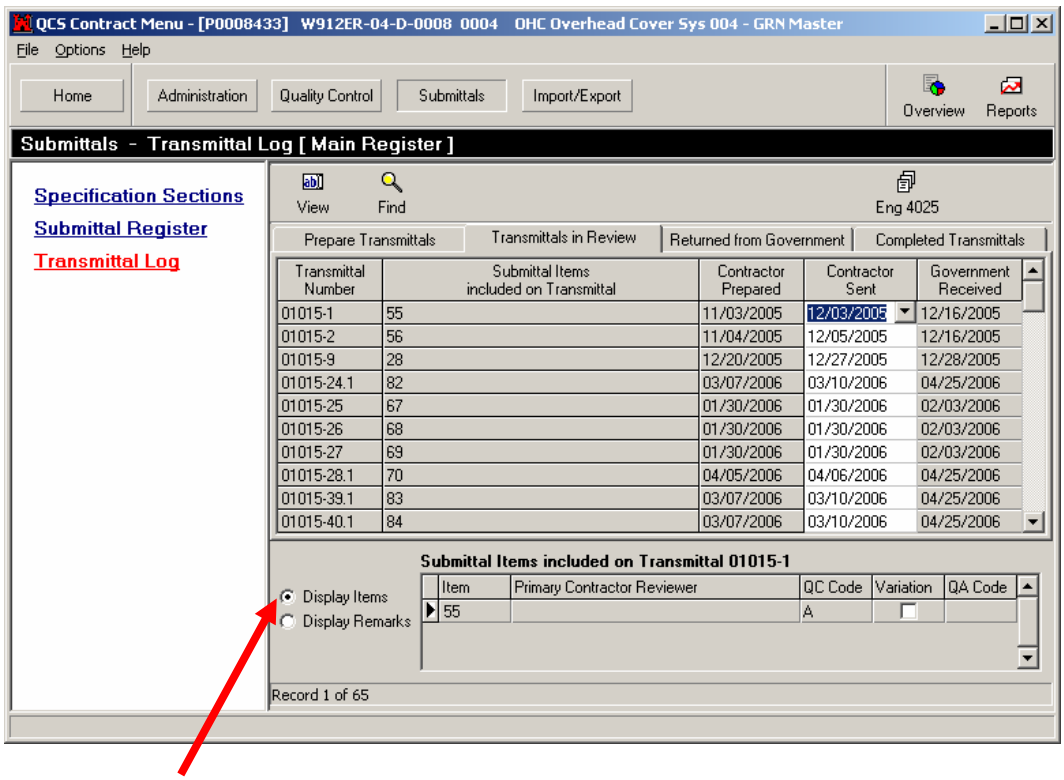
Duh! The QC Code Isn't ALWAYS an "A"!!!

There are Prime Contractor's that do submit Transmittals with other than the "A" Code. Many Contractors use the code "B" when something requires clarification. Other Prime Contractors have also submitted a code "E" for an item from a Subcontractor and the Prime desires the Government to be aware that they are grading the submittal accurately and seeking correction. This is especially useful for long lead items.

J. **Completed - Ready to Send to Government.** When you have completed all action on this screen, indicate you are complete by checking this box. The Transmittal will then be transferred to the Government RMS program with your next Export.

Transmittals in Review

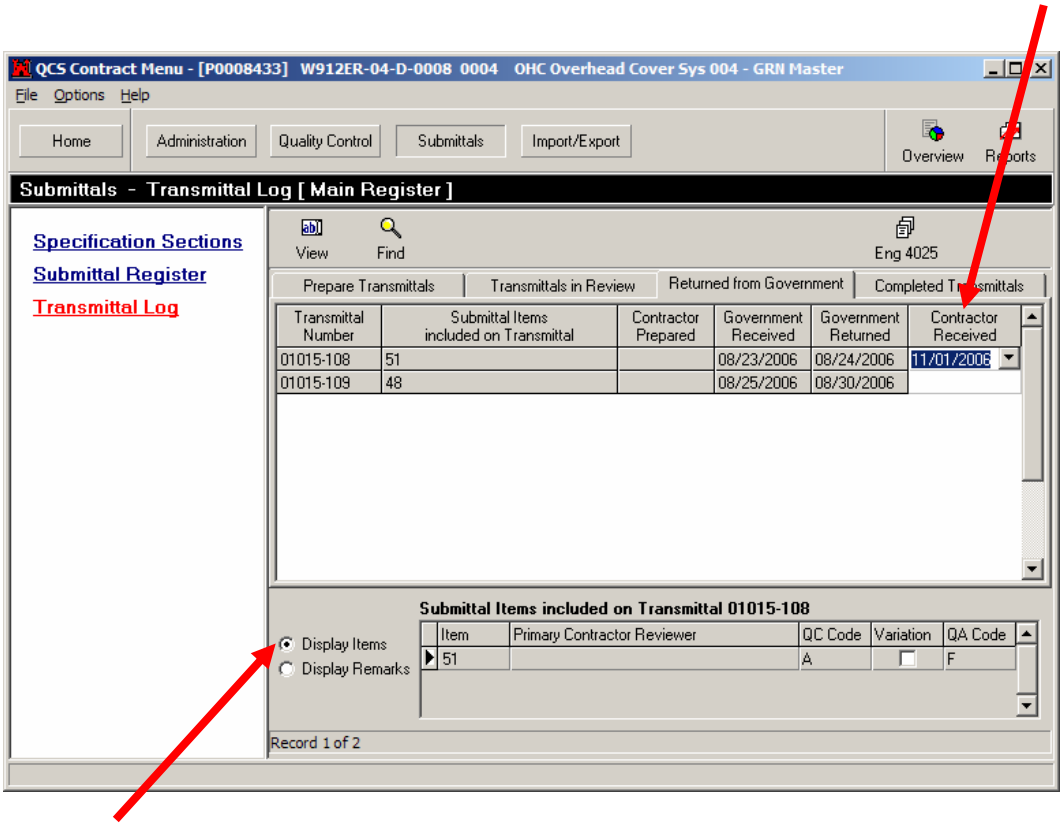
Prepared Transmittals that have been completed by the Contractor and sent to the Government are reflected on this screen. Simply select the date sent.



At the bottom of each screen you have the option to display either the item numbers or the remarks associated with each of the transmittals.

Returned from Government

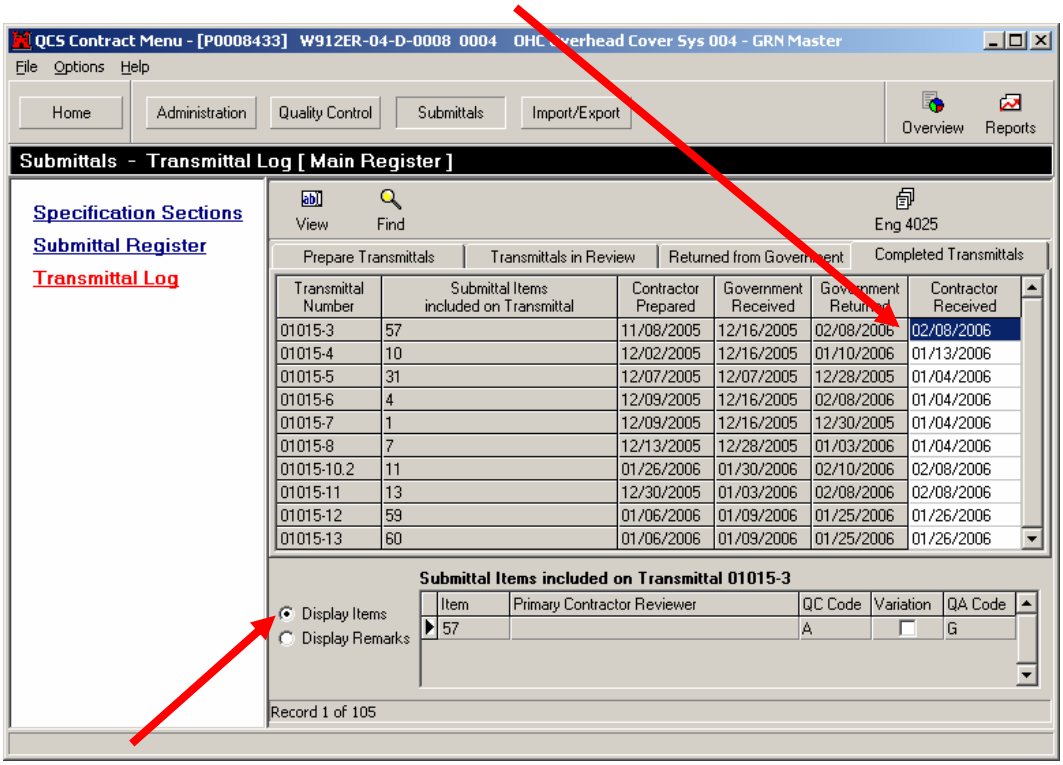
Transmittals that have been sent to the Government and the Government has taken approval/disapproval action on it and returned it to the Contractor is reflected on this tab. The dates are automatically imported electronically with the next import from the Government RMS program. Enter the date you received the Transmittal from the Government in this block.



At the bottom of each screen you have the option to Display either the **Item Numbers** or the **Remarks** associated with each of the Transmittals.

Completed Transmittals

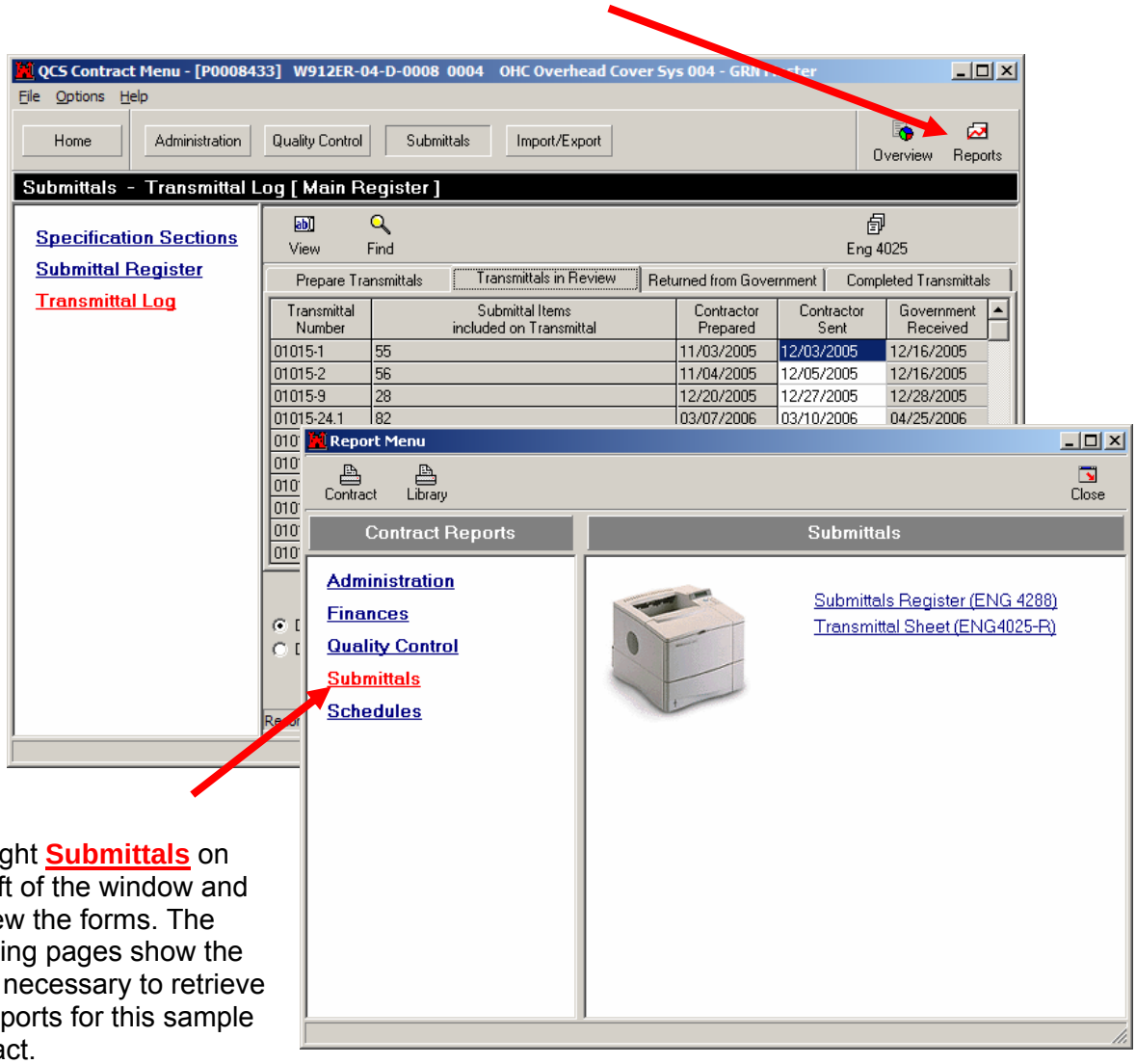
Transmittals that have been returned by the Government and acknowledged as received by the Contractor are reflected on this screen. The date field is to indicate the completed transmittal was received by the Contractor.



At the bottom of each screen you have the option to display either the item numbers or the remarks associated with each of the Transmittals.

Reports for Transmittals

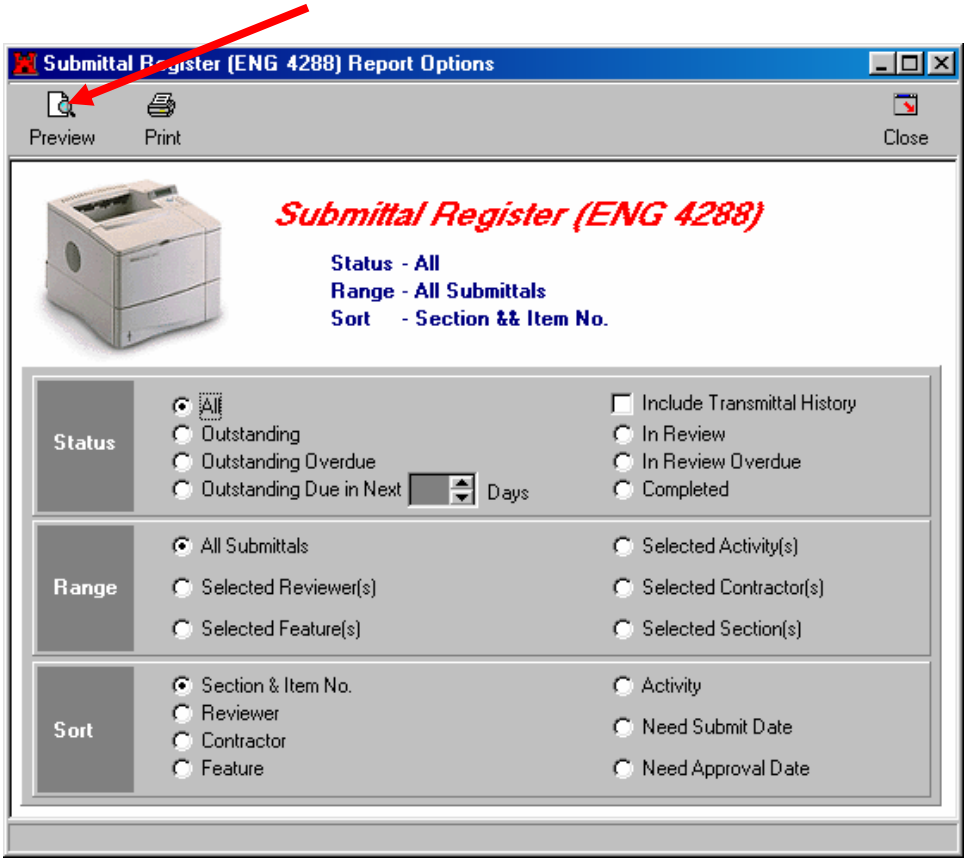
The **REPORTS** button is used to preview and print the Submittal Register (*ENG Form 4288*) and Transmittal Form (*ENG Form 4025*).



Highlight **Submittals** on the left of the window and preview the forms. The following pages show the steps necessary to retrieve the reports for this sample contract.

Selecting the Submittal Register Report

There are many combinations of reports you can select, depending on your indication of the various status, ranges and sorts. We will select the combination shown below (default), and push the **Preview** button at the top of the window.



Sample Register Report

SUBMITTAL REGISTER (ER 415-1-10)

TITLE AND LOCATION: OHC Overhead Cover Sys 004 - GRN Master,Salah Ad Din, Kirkuk, and Ninewa Governorates — DATE: 05 Nov 2006

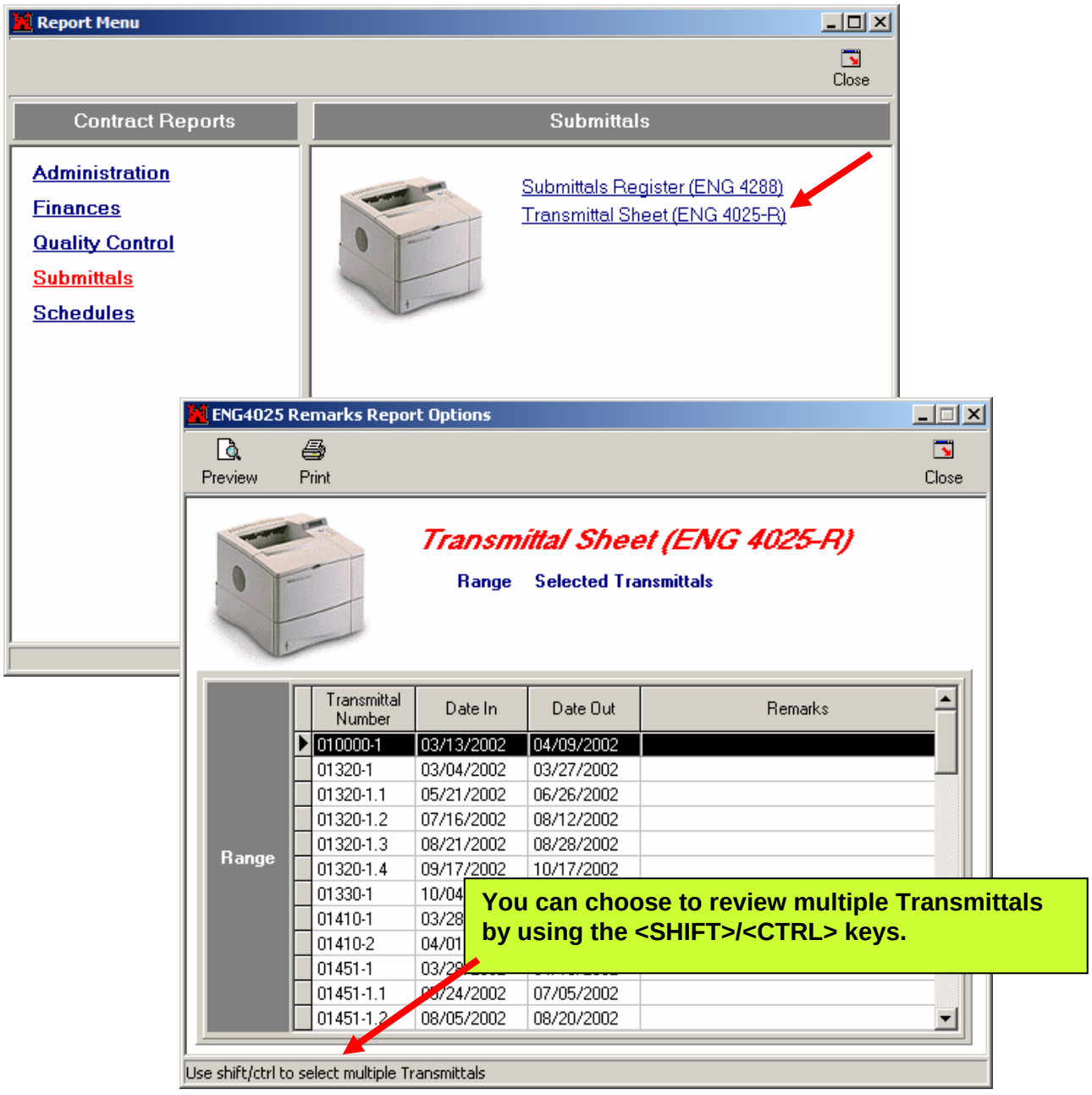
CONTRACTOR: Perini Corporation — CONTRACT NUMBER: W912ER-04-D-0008 0004

ACTIVITY No.	TRANS-MITTAL No.	ITEM No.	SPEC PARAGRAPH No.	DESCRIPTION OF SUBMITTAL	TYPE OF SUBMITTAL	CLASSI-FICATION	CONTRACTOR REVIEWER	CONTRACTOR SCHEDULE DATES			CONTRACTOR ACTION		GOVERNMENT ACTION	
						FIO GA, DA or CR		SUBMIT NEEDED BY	APPROVAL NEEDED BY	MATERIAL NEEDED BY	CODE	CORPS RECEIVED DATE	CODE	CORPS RETURNED DATE
SECTION - 01015			**Technical Requirements**											
N1021248	7	1	01015 3.15.4	CLIN 0002 PX EAST - 60% Prelim. Design	DESIGN DATA	GA		24 Mar 06	08 Apr 06	08 Apr 06	A	16 Dec 05	G	30 Dec 05
N1021284	51	2	01015 3.15.4	CLIN 0002 PX EAST - 60/99% Final Design	DESIGN DATA	GA		24 Mar 06	08 Apr 06	08 Apr 06	A	24 Mar 06	F	07 Apr 06
N1021298	70	3	01015 3.15.4	CLIN 0002 PX EAST - 100% Design Complete	DESIGN DATA	FIO		25 Apr 06	10 May 06	10 May 06	A	21 Apr 06	F	24 Apr 06
N1031448	6	4	01015 3.15.5	CLIN 0003 EAST MWR - 60% Prelim. Design	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	16 Dec 05	G	08 Feb 06
N1031484	31	5	01015 3.15.5	CLIN 0003 EAST MWR -60/99% FINAL DESIGI	DESIGN DATA	GA		10 Feb 06	25 Feb 06	25 Feb 06	A	09 Feb 06	G	23 Feb 06
N1031498	49.1	6	01015 3.15.5	CLIN 0003 EAST MWR-100% DSGN COMP UF	DESIGN DATA	FIO		22 Mar 06	06 Apr 06	06 Apr 06	A	09 May 06	F	17 May 06
N1041548	8	7	01015 3.15.6	CLIN 0004 WEST MWR - 60% Prelim. Design	DESIGN DATA	GA		03 Jan 06	18 Jan 06	18 Jan 06	A	28 Dec 05	G	03 Jan 06
N1041584	32	8	01015 3.15.6	CLIN 0004 WEST MWR - 60/99% FINAL DESI	DESIGN DATA	GA		09 Feb 06	24 Feb 06	24 Feb 06	A	09 Feb 06	G	23 Feb 06
N1041598	50.1	9	01015 3.15.6	CLIN 0004 WEST MWR-100% DSGN COMP UI	DESIGN DATA	FIO		23 Mar 06	07 Apr 06	07 Apr 06	A	09 May 06	F	17 May 06
N1051148	4	10	01015 3.15.3	CLIN 0005 PX WEST - 60% Prelim. Design	DESIGN DATA	GA		30 Dec 05	14 Jan 06	14 Jan 06	A	16 Dec 05	G	10 Jan 06
N1051184	10.2	11	01015 3.15.3	CLIN 0005 PX WEST -60/99% FINAL DESIGN	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06
N1051198	44.1	12	01015 3.15.3	CLIN 0005 PX WEST-100% Dsgn Cmplt Updt 1	DESIGN DATA	FIO		21 Mar 06	05 Apr 06	05 Apr 06	A	01 May 06	F	04 May 06
N1062448	11	13	01015 3.15.11	CLIN 0006 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	03 Jun 06	G	08 Feb 06
N1062484	86	14	01015 3.15.11	CLIN 0006 DFAC - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	22 May 06	F	01 Jun 06
N1062498	103	15	01015 3.15.11	CLIN 0006 DFAC - 100% DESIGN COMPLETE	DESIGN DATA	FIO		14 Jul 06	29 Jul 06	29 Jul 06	A	10 Jul 06	F	13 Jul 06
N1071948	20	16	01015 3.15.12	CLIN 0007 DFAC - 60% Prelim. Design	DESIGN DATA	GA		03 Feb 06	18 Feb 06	18 Feb 06	A	30 Jan 06	G	17 Feb 06
N1071984	65	17	01015 3.15.12	CLIN 0007 DFAC - 60/99% Final Design	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	10 Apr 06	G	19 Apr 06
N1071998	84	18	01015 3.15.12	CLIN 0007 DFAC - 100% DSGN COMPLETE S	DESIGN DATA	FIO		18 May 06	02 Jun 06	02 Jun 06	A	16 May 06	F	17 May 06
N1082048	14	19	01015 3.15.13	CLIN 0008 PX - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	09 Jan 06	G	25 Jan 06
N1082084	75	20	01015 3.15.13	CLIN 0008 PX - 60/99% Final Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	28 Apr 06	G	17 May 06
N1082098		21	01015 3.15.13	CLIN 0008 PX - 100% DSGN COMPLETE SUB	DESIGN DATA	GA		09 Sep 06	24 Sep 06	24 Sep 06				
N1093248	52	22	01015 3.15.17	CLIN 0009 DFAC - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	27 Mar 06	G	07 Apr 06
N1093284	85	23	01015 3.15.17	CLIN 0009 DFAC - 60%/99% Final Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	18 May 06	G	01 Jun 06
N1093298	106	24	01015 3.15.17	CLIN 0009 DFAC - 100% DSGN COMPLETE S	DESIGN DATA	GA		21 Jul 06	05 Aug 06	05 Aug 06	A	19 Jul 06	F	20 Jul 06
N1103348	53	25	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC - 60% Prelim	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	27 Mar 06	G	07 Apr 06
N1103384	94	26	01015 3.15.18	CLIN 0010 EAGLES NEST DFAC -60/99% Fina	DESIGN DATA	GA		31 May 06	15 Jun 06	15 Jun 06	A	26 May 06	G	14 Jun 06
N1103398	105	27	01015 3.15.18	CLIN 0010 EAGLES NEST - 100% DSGN COM	DESIGN DATA	GA		21 Jul 06	05 Aug 06	05 Aug 06	A	19 Jul 06	F	20 Jul 06
N1322748	9	28	01015 3.15.2	CLIN 0011 DFAC #3 - 60% Prelim. Design	DESIGN DATA	GA		18 May 06	02 Jun 06	02 Jun 06	A	28 Dec 05		
N1111684	57	29	01015 3.15.2	CLIN 0011 DFAC #3 - 60/99% FINAL DESIGN	DESIGN DATA	GA		05 Apr 06	20 Apr 06	20 Apr 06	A	03 Apr 06	G	19 Apr 06
N1111698		30	01015 3.15.2	CLIN 0011 DFAC #3 - 100% DSGN COMPLETE	DESIGN DATA	GA		01 Jul 06	16 Jul 06	16 Jul 06				
N1121348	5	31	01015 3.15.7	CLIN 0012 INDOOR GYM EAST - 60% Prelim	DESIGN DATA	GA		21 Dec 05	05 Jan 06	05 Jan 06	A	07 Dec 05	G	28 Dec 05
N1121384	23	32	01015 3.15.7	CLIN 0012 INDR GYM EAST-60/99% FNAL DS	DESIGN DATA	GA		27 Jan 06	11 Feb 06	11 Feb 06	A	30 Jan 06	G	10 Feb 06
N1121398	67	33	01015 3.15.7	CLIN 0012 INDR GYM EAST - 100% Dsgn Cor	DESIGN DATA	GA		12 Apr 06	27 Apr 06	27 Apr 06	A	10 Apr 06	F	11 Apr 06
N1131748	16	34	01015 3.15.8	CLIN 0013 THEATRE - 60% Prelim. Design	DESIGN DATA	GA		03 May 06	18 May 06	18 May 06	A	17 Jan 06	G	08 Feb 06

RANGE : ALL — SORT : SECTION & ITEM

Page 1 of 6

For this report, you select the individual ENG Form 4025 you wish to preview or print. You may also use the [Shift] and [Control] keys to select multiple transmittals. We will select the item shown below and push the **Preview** button at the top of the window.


Report Menu
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Submittals Register (ENG 4288)
Transmittal Sheet (ENG 4025-R)
ENG4025 Remarks Report Options
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010000-1 03/13/2002 04/09/2002
01320-1 03/04/2002 03/27/2002
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01320-1.2 07/16/2002 08/12/2002
01320-1.3 08/21/2002 08/28/2002
01320-1.4 09/17/2002 10/17/2002
01330-1
01410-1
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01451-1.2 08/05/2002 08/20/2002
You can choose to review multiple Transmittals by using the <SHIFT>/<CTRL> keys.
Use shift/ctrl to select multiple Transmittals

Sample ENG Form 4025 for Transmittal Form

TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE (Read instructions on the reverse side prior to initiating this form)		DATE 01/05/2006	TRANSMITTAL NO. 07414-1
SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)			
TO: GULF REGION DIVISION CPA-USACE-GRD APO AE 09316	FROM: Perini Corporation 73 Mt Wayte Avenue Framingham, MA 01790	CONTRACT NO. W912ER-04-D-0008 0004	CHECK ONE: [X] THIS IS A NEW TRANSMITTAL [ ] THIS IS A RESUBMITTAL OF TRANSMITTAL _____
SPECIFICATION SEC. NO. (Cover only one section with each transmittal) 07414	PROJECT TITLE AND LOCATION OHC Overhead Cover Sys 004 - GRN Master Salah Ad Din, Kirkuk, and Ninewa Governorates		CHECK ONE: THIS TRANSMITTAL IS FOR [X] FIO [ ] GA [ ] DA [ ] CR

ITEM NO. a.	DESCRIPTION OF ITEM SUBMITTED (Type size, model number/etc.) b.	MFG OR CONTR. CAT., CURVE DRAWING OR BROCHURE NO. (See instruction no. 8) c.	NO. OF COPIES d.	CONTRACT REFERENCE DOCUMENT SPEC. PARA NO. e.	CONTRACT REFERENCE DOCUMENT DRAWING SHEET NO. f.	FOR CONTRACTOR USE CODE g.	VARIATION (See Instruction No. 6) h.	FOR CE USE CODE i.
1	Foam Panel and Accessories Data	PRODUCT DATA	9	1.3		A	N	G
3	Foam Panel Certificates of Compliance	CERTIFICATES	9	1.3		A	N	G
4	Foam Panel Installation Instructions	MFRS INSTR	9	1.3		A	N	G

REMARKS

Please find attached the Foam Panel Submittals for review and comment by TAC, ERDC and PDC. This submittal includes product data from two vendors: Park Panel and Izoploli. Perini is currently obtaining product data from a third vendor that will be submitted at a later date.

Refer to the attached document distribution for the number of copies sent to Transatlantic Programs Center (TAC), Engineer Research and Development Center (ERDC), Protective Design Center (PDC) and for the USACE Office in Iraq.

CONTINUED ON LAST PAGE...

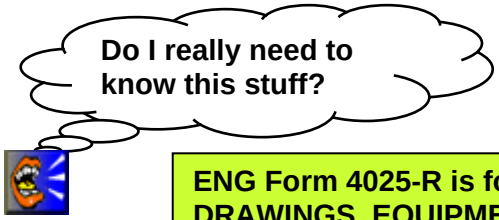
I certify that the above submitted items have been reviewed in detail and are correct and in the strict conformance with the contract drawings and specifications except as otherwise stated.

NAME AND SIGNATURE OF CONTRACTOR

SECTION II - APPROVAL ACTION

ENCLOSURES RETURNED (List by item No.)	NAME, TITLE AND SIGNATURE OF APPROVING AUTHORITY	DATE

ENG FORM 4025, MAR 95 *(ER 415-1-10)* EDITION OF SEP 93 IS OBSOLETE. SHEET 1 OF 2 (Proponent: CEMP-CE)



ENG Form 4025-R is formally titled: "TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE"

Recap

Why would we use the Submittal feature of QCS, or what will we have gained if we do use it? What good is all this stuff anyway?

These are questions you may hear occasionally from some of our less enthusiastic CQC staff, and even the Government QA staff. Here are some items that QCS and RMS will help in this process to make our work easier and are a recap of what has already been discussed in this chapter.

Identify Requirements (Register)

1. The Designer of the project is responsible to create the initial Submittal Register (Eng Form 4288). The Designer may be an independent A/E, Government Designer, or a Contractor (Design-Build).

2. Submittals should be tailored to fit the requirements of the project and should be limited to those necessary for adequate quality control.

3. The importance of an item in the project should be one of the primary factors in determining if a formal submittal for the item should be required.

Electronic Transfer of Data (SpecsIntact)

1. Corps of Engineers Guide Specifications is designed to be used with SpecsIntact, a personal computer-based system for the production of contract specifications.

2. SpecsIntact is an effective tool that has been evolving and improving since Headquarters adopted the system in 1987 as the official means for producing and maintaining our guide specifications.

3. The use of SpecsIntact is mandatory for production of contract specifications for all FY 00 and future projects (Civil and Military). The UFGS (Unified Facilities Guide specifications) is required by regulation. (The Under Secretary of Defense, memorandum of 29 May 2002.
http://www.hnd.usace.army.mil/techinfo/ufgs/ufgsdod.pdf

4. The SPECSINTACT program is available on the Internet at:
http://si.ksc.nasa.gov/specsintact/index.asp

It should also be noted that the QCS (and the Government RMS) program will directly import a submittal register from an Excel spreadsheet.

One of the most important tasks, and one that should not be overlooked, is to ensure that the Designer uses the proper Specification Section Number and Title as listed in the latest Index for UFGS Guide Specifications. The index is found at "**UFGS Contents**":

http://www.wbdg.org/ccb/DOD/UFGS/ufgsinx.pdf

Scheduling (timely flow of materials)

(It is a Contract Requirement!)

1. CEGS 01330, paragraph 3.2: "Submittal Register. The approved submittal register will become the scheduling document and will be used to control submittals throughout the life of the contract".

2. CEGS 01330, paragraph 3.2: "Submittal Register. The submittal register and the progress schedules shall be coordinated".

Review and Approval (tracking)

(Contractors have an Incentive!)

1. UFGS-01 33 00, paragraph 1.5: "Withholding of Payment. Payment for materials incorporated in the work will not be made if required approvals have not been obtained".

2. UFGS-01 33 00, paragraph 3.2: "Submittal Register. The Contractor shall keep the register up-to-date and submit it to the Government together with the monthly payment request".

Transfer Records to Customer

1. ER 415-345-38, "Transfer and Warranties", is the basic regulation which prescribes USACE policy and procedures for transfer of completed construction projects.

2. Transfer of construction to the Using Service will be simultaneous with the acceptance of the construction from the Contractor.

Once you have completed one or more transmittals, export the QCS program to the Government RMS program. The Government will annotate their approval or disapproval actions and export back to the QCS program. This will refresh the QCS data with the latest actions on all items.

Chapter 5 - Schedules & the SDEF

What you will learn from this Chapter

Contractor Schedule Requirements

- Overview
- Far Clause 52.236-15
- Gantt Chart
- Network Analysis System (NAS)
- Standard Data Exchange Format (SDEF)
- Commercial Scheduling Programs
- A Contractor's Guide to the SDEF
- QCS and the SDEF
- Contract Specified Project Schedule
- Activity Schedule
- Feature Schedule

Schedules and the SDEF

Overview

This chapter furnishes information on **Schedules** and the **Standard Data Exchange Format** and provides instructions for utilizing the associated modules of the QCS program.

"Schedule!" The very word can be **frightening**. The dictionary provides the following definitions for us:

From "The American Heritage Dictionary".

1. A printed or often written list of items in tabular form.
2. A program of forthcoming events or appointments.
3. A timetable of departures and arrivals.
4. A production plan allotting work to be done and specifying deadlines.
5. A supplemental statement of details appended to a document.
6. Gantt Chart: A chart designed for comparing rates, as of planned production versus actual production.
7. Bar Chart (Graph): A graph consisting of parallel, usually vertical, bars or rectangles with lengths proportional to specified quantities in a set of data.

From "Means Illustrated Construction Dictionary".

1. A supplemental listing, usually in chart form, of a project system, subsystem, or drawings.
2. A diagram, graph, or other pictorial or written schedule showing proposed and actual times of starting and completion of the various elements of the work (progress schedule).
3. PERT schedule (An acronym for Project Evaluation and Review Technique.) The PERT schedule charts the activities and events anticipated in a work process.
4. CPM (An acronym for Critical Path Method.) A charting of all events and operations to be encountered in completing a given process. The method is rendered in a form permitting determination of the relative significance of each event, and establishing the optimum sequence and duration of operations.

A Schedule, in QCS or with our construction contracts, can mean all of these things, and much more!

The constraints of cost, time, and the environment leave little room for perfect contract documents or perfect construction conditions. The Contractor is committed to build the project within the constraints of budget, the contract documents, and good construction practices. Any variance from these constraints will cause variations in time and cost. As such, remedies will be sought in the form of changes and, perhaps, claims. The administration of claims and changes is time-consuming, to say the least.

An active role in claim and change management is mandatory to mitigate costs of the Government and the Contractor. Organized procedures, such as schedules, form the backbone of a strong and effective Quality Control and Quality Assurance organization.

Identification of a potential problem is the first and most important phase of the entire change or claim management process. One cannot remedy a problem unless it is known to exist. Very often, identification is automatic, such as a change order initiated by the Government. Most claims situations, however, arise out of subtle differences in field conditions, from jobsite delays or as a result of differences in contract interpretation. In these and all other instances, a problem situation must be recognized and identified as soon as it occurs.

The Critical Path Method (CPM) is a planning and scheduling method that utilizes a network diagram (graphical plot) to show all job operations in a sequential fashion necessary for orderly completion. It is a device utilized by contractors to plan, schedule, coordinate and control work activities on projects in such a manner to enable the contract to be completed in the quickest and most economical fashion possible.

E. I. DuPont de Nemours and Company developed the CPM scheduling technique in the period of 1956-1958 in conjunction with *Univac Applications Research Center of Remington Rand*. The development of CPM scheduling extended one step beyond the then popular bar chart method of scheduling work, since this new method made it possible to display the interrelationships and interdependencies of work activities which control the progress of the work required.

Sleep Zone

Engineering author Richard H. Clough ** best summarizes what the network diagram does and its advantages: “The network diagram portrays, in simple and direct form, the complex time relationships and constraints among the various segments of a project. It has the tremendous advantage of easily accommodating modifications, refinements, and corrections. It provides the project manager with the following invaluable time-control devices:

1. Provides a means to predict with reasonable accuracy the time required for overall project completion.
2. Make Possible the identification of those activities whose expedient execution is crucial to timely project completion. (These are called critical activities, hence the name of the method.)
3. Serves as a guide for project shortening when the completion date must be advanced.
4. Provides a basis for the scheduling of subcontractors and material deliveries to the job site.
5. Serves as a basis for balanced scheduling of manpower and construction equipment on the project.
6. Makes possible the rapid evaluation of alternative construction methods.
7. Serves as a convenient vehicle for progress reporting and recording.
8. Affords a basis for evaluation the time effects of construction changes and delays.”

(** Richard H. Clough, *Construction Project Management* (New York, John Wiley & Sons, Inc., 1972), pp. 7-8.)

CPM schedules are necessarily grounded in pragmatic considerations that govern our activity in the real world of construction. We need to evaluate the CPM with these basic principles in mind:

A. A schedule is only as good as the information on which it is based.

B. In a typical construction contract, the work sequences of various trades occur over and over again throughout the contract. Follow-on trades do not wait for the initial trades to complete their work for the entire building prior to commencing the follow-on work; different areas of the project are at different stages of completion within the sequence of work.

C. Most of our contracts will have essential installations that must receive extra attention even when they are not on the critical path.

D. Timely completion requires the establishment of flow and momentum. The speed of the installation of various trades is substantially affected by the rhythm of a project. When a smooth flow of the work is scheduled or established, the majority of the activities will probably be very close to the critical path (in terms of float time) since these activities closely precede or follow the activities on the critical path.

FAR Clause 52.236-15

Schedules for Construction Contracts

The Federal Acquisition Regulations (FAR) allows Government contracts to include the aforementioned Clause under the following conditions:

1. Fixed-Price construction contract
2. Contract amount expected to exceed the simplified acquisition threshold
3. Period of actual work performance exceed 60 days
4. May be used with contracts of less than 60 days if an unusual situation exists that warrants imposition of a schedule

(http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/52_232.htm#P31_3456)

The Clause is TYPICALLY NOT BE USED in the same contract with clauses covering other management approaches for ensuring that contractor makes adequate progress.

The Clause is divided into three (3) basic parts:

1. **Submission of schedule within five days after work commences.**

   - The Contracting Officer may insert another period of submission.

- The schedule must be practicable showing the order in which the Contractor proposes to perform the work.
- Must include the start and finish dates of salient features of the work (including acquiring materials, plant, and equipment).
- In the form of a progress chart of suitable scale to indicate the percentage of work scheduled for completion by any given date during the period.
- If the Contractor fails to submit a schedule, progress payment may be withheld.

Sleep Zone

2. **Updating the actual progress on the chart.**
   - If Contractor falls behind his approved schedule he shall take steps necessary to improve progress, without additional cost to the Government.
   - Contractor may be directed to increase the number of shifts, overtime operations, days of work, and/or the amount of construction plant.
   - Contractor may be required to provide supplementary schedule or schedules in chart form to demonstrate how the approved rate of progress will be regained.
3. **Remedy for lack of compliance.**
   - Determination may be made by the Government that the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract.
   - Failure to comply may result in termination.

Gantt Chart

The bar chart (often called the Gantt Chart) is a scheduling device that looks like what its name implies – a “chart of bars” plotted along a time scale.

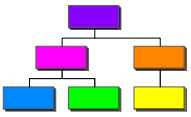
The bars are used to represent individual items of work (electrical interior, plumbing, foundations, excavating, etc.) and are plotted to a specific time scale. The left end of the bar is placed at the starting point (in time) of the item of work, and the right end shows the completion time of the item of work it represents. Even today, it is the most widely used of all scheduling devices and may be quite satisfactory for some of our simpler contracts.

The bar chart, however, has a distinct disadvantage on our major construction contracts. They neglect to indicate the relationship between the various items of work. This limits their ability to identify possible problems areas or any impact that may have already occurred on the items. As contracts become more complex and critical, we need to use a more effective scheduling tool, such as the CPM or NAS.

The interface with QCS and/or RMS and the scheduling system employed makes no difference as to whether it is a bar chart or a full-blown NAS. CEGS-01312, Quality Control System (QCS), requires the contractor to breakout his work activities so they can be analyzed and tracked to completion. You will be provided the same information, no matter the scheduling system specified in the contract.

Network Analysis System (NAS)

Obtaining quality construction on time and within budget is a primary goal of the U.S. Army Corps of Engineers. In order to manage the time specified for the accomplishment of a project, a schedule may be required on construction contracts. The contractor is responsible for scheduling the work and progress so that the contract completion date is met. The Administrative Contracting Officers (ACO) monitors the contractor's schedule to assure compliance. If a schedule is not provided, the Contracting Officer may withhold progress payments. If actual progress fails to meet the schedule, the Contracting Officer should take appropriate actions to assure compliance with the progress of the work. Therefore, the schedule is vital to effective construction management by the Contractor and the Government.



Regulations allow the Government Staff to choose the type of contract schedule during the design phase. Bar charts can be used to manage simple jobs. When by its nature a construction project or other effort is complex with many interrelated activities, a network schedule may be the most effective tool for analyzing progress, projecting completion, and calculating payment commensurate with actual progress. The determination of applicability of network scheduling is the responsibility of the Contracting Officer. When determined to be applicable, network schedules must be carefully specified, updated regularly, and used effectively. Standard data exchange format shall be used to monitor a contractor's schedule.

A network schedule requires first a logic diagram graphically depicting the sequence and interdependence of the work. It is required to be drawn in the precedence format, and it must accurately represent the intended work sequence and indicate actual constraints. Once the logic diagram is made, an analysis is required which calculates early and late start and finish dates for the activities as well as the spare time or float available to accomplish the activity. Resource data such as cost and responsibility may be entered for activities also. Once calculated, these results can be ordered in different arrangements or sorts and compiled into specific reports for management purposes. Actual progress must be entered once work commences. Based on this progress, revised start and finish dates, and progress payment can be calculated.

Construction schedules after contract award should be contractor prepared in order to involve the contractor in the actual planning. Updates of actual progress should also have contractor participation as well as Government concurrence since the resultant analysis will project early or late contract accomplishment and progress payment due. Changes to the work and occurrences which impact progress must be entered in the schedule logic in order to keep the schedule up to date, to reflect actual job progress, to determine where the contractor must accelerate to regain the schedule when behind due to his/her own actions, and to determine the impact and effect of Government actions on the contractor in order to provide equitable adjustments to the

Sleep Zone

contract time as required.

The contractor should submit his/her NAS within the time required by the specifications. The schedule must be verified as being logical and the completion dates attainable. Failure to enforce this requirement is highly detrimental to project management. Partial payments cannot be processed until an acceptable NAS schedule has been submitted. The Contracting Officer may not allow work to start nor make partial payments until an acceptable schedule (interim or final) is received and approved. Once approved, the schedule must be maintained up to date with regard to job progress and changes. Failure to maintain job progress is fatal to effective schedule management.

NAS can be a valuable tool in contract administration. NAS schedule data can be used to project contract completion, schedule Government actions, incorporate changes and occurrences during execution of the contract, analyze their effect on the contract completion, and arrive at equitable adjustments.

Standard Data Exchange Format (SDEF)

"The Standard Data Exchange Format (SDEF) provides a non-proprietary protocol to exchange project planning and progress data between scheduling systems." – Bill East (CERL)

The Standard Data Exchange Format provides a consistent format for exchanging scheduling information on construction projects and allows data to be easily transferred between different software programs. It was originally implemented in March 1990, with eight software vendors incorporating the data-exchange protocols into their systems. Since then, changes have been made to clarify differences that occurred when implementing the standard. Revisions included clarification of previously optional activity codes, inclusion of calculated dates, and minor modification to the cost elements.

The SDEF was developed by the U.S. Army Construction Engineering Research Laboratories (USACERL) in conjunction with the Corps of Engineers Headquarters, Corps Field Offices, construction management consultants, scheduling software vendors, and professional associations. It uses a 132-character fixed-field ASCII file to specify the position, length, and definition of both required and optional scheduling information. Fixed-field ASCII file allows contractors to produce the SDEF file with commercial software for large projects or word processing programs for smaller projects.

Implementation of the SDEF made data transfer between the Corps and construction companies easier by establishing a standard format for the exchange of scheduling data. In addition, contractors and subcontractors are able to send and receive electronic scheduling information, creating a simplified communication flow through the construction scheduling process. This capability provides for more efficient project planning and scheduling.

RMS, QCS and the SDEF

This guide specification covers the requirements for use of RMS/QCS for contract monitoring and administration. During preparation of the Government Project Management Plan, the project delivery team should have analyzed each project/future contract to decide if use of QCS is necessary. Its use will be appropriate for inclusion in most construction and dredging contracts. However, it may not be necessary or beneficial to include the QCS requirement in small, simple, short duration contracts/delivery orders for construction, or for other contracts where its use would not be beneficial overall.

NOTE: RMS is to be used for all construction contracts, including those where QCS is not required.

Paragraph 6.5, Schedule, of the Guide Specification states:

"The Contractor shall develop a construction schedule consisting of pay activities, in accordance with Contract Clause "Schedules for Construction Contracts", or PROJECT SCHEDULE, as applicable. This schedule shall be input and maintained in the QCS database either manually or by using the Standard Data Exchange Format (SDEF). The updated schedule data shall be included with each pay request submitted by the Contractor."

NOTE: Primavera is currently the only commercial vendor that is supporting the SDEF in their Windows product. The current version is P3, as reflected on the following screens. There have been numerous attempts, and unsuccessful as far as we know, to write script files for such alternate programs like SureTrak, MS Project, and others.

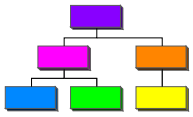
Contract Specified Project Schedule

The specifications cover the requirements for the preparation and maintenance of the project schedule. Selection of the optional requirements in the specification should have been coordinated to ensure that the schedule requirements are appropriate for the complexity of the work.

Paragraph 3.1, General Requirements, states:

"Pursuant to the Contract Clause, SCHEDULE FOR CONSTRUCTION CONTRACTS, a Project Schedule as described below shall be prepared. The scheduling of construction shall be the responsibility of the Contractor… The approved Project Schedule shall be used to measure the progress of the work, to aid in evaluating time extensions, and to provide the basis of all progress payments."

Paragraph 3.3.1, Use of the Critical Path Method, states:
"The Critical Path Method (CPM) of network calculation shall be used to generate the Project Schedule. The Contractor shall provide the Project Schedule in the Precedence Diagram Method (PDM)."



Caution: When this Guide Specification has been incorporated into your contract, a BAR CHART does not comply with the requirements and should not be approved. A CPM (NAS) must be used to satisfy these contract requirements.

Well, now that we have explored way more than we needed to about schedules and the SDEF, let's look at QCS interfaces with the Contractor's scheduling program.

QCS maintains two types of schedules.

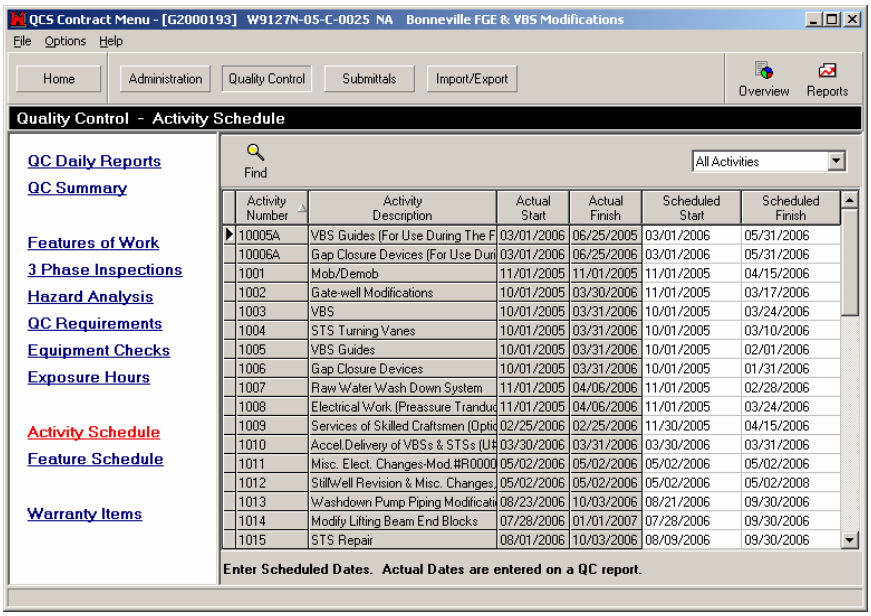
1. A detailed NAS of the contractor's work activities. This is the **Activity Schedule** used at the jobsite to forecast projected need dates for submittals, materials, equipment, work crews, testing schedules, three phase inspections, etc. The level of detail (i.e., form footings, set re-bar, place concrete) is not very useful for the customer or those not tasked with the day-to-day scheduling operations at the jobsite.

2. As part of the contractor's QC Plan, *Defineable Features of Work* for a construction contract are identified by the contractor to plan Preparatory, Initial

and Follow-Up inspections of the work. QCS and RMS generates a **Feature Schedule** by finding the first activity scheduled to start under a feature and the last activity scheduled to be finished under a feature. Actual progress is determined by computing earnings to date on the activities for a feature. Many construction contracts (even those with 1000's to tens of 1000's of work activities) have fewer than 30 features of work. This rolled up **Feature Schedule** makes an excellent schedule for easily monitoring the progress on a contract. The customers find this schedule very easy to understand. Typical features include items like Site Utilities, Interior Electrical, Roofing, etc.

Activity Schedule

This option gives you a quick overview of your **Activity Schedule**. The information in this section is either entered directly into QCS or imported from the scheduling software package. There is an opportunity to review imported data before incorporating it into QCS. Choosing **Activity Schedule** brings up the following screen.


QCS Contract Menu - [G2000193] W9127N-05-C-0025 NA Bonneville FGE & VBS Modifications
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Quality Control - Activity Schedule
QC Daily Reports
QC Summary
Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours
Activity Schedule
Feature Schedule
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All Activities
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Activity Description
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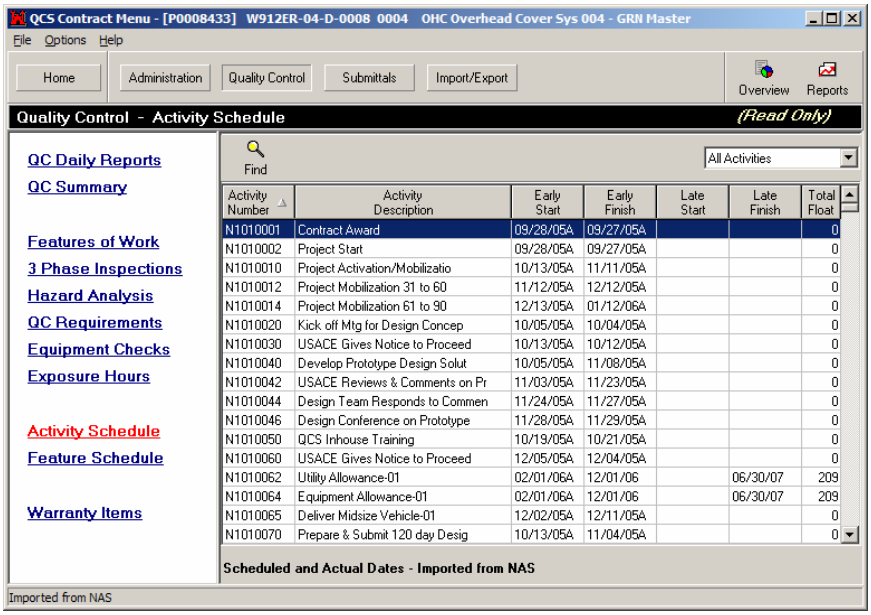
1003 VBS 10/01/2005 03/31/2006 10/01/2005 03/24/2006
1004 STS Turning Vanes 10/01/2005 03/31/2006 10/01/2005 03/10/2006
1005 VBS Guides 10/01/2005 03/31/2006 10/01/2005 02/01/2006
1006 Gap Closure Devices 10/01/2005 03/31/2006 10/01/2005 01/31/2006
1007 Raw Water Wash Down System 11/01/2005 04/06/2006 11/01/2005 02/28/2006
1008 Electrical Work (Preassure Transduc 11/01/2005 04/06/2006 11/01/2005 03/24/2006
1009 Services of Skilled Craftsmen (Optic 02/25/2006 02/25/2006 11/30/2005 04/15/2006
1010 Accel.Delivery of VBSs & STSs (U 03/30/2006 03/31/2006 03/30/2006 03/31/2006
1011 Misc. Elect. Changes-Mod.#R0000 05/02/2006 05/02/2006 05/02/2006 05/02/2006
1012 StillWell Revision & Misc. Changes. 05/02/2006 05/02/2006 05/02/2006 05/02/2008
1013 Washdown Pump Piping Modificati 08/23/2006 10/03/2006 08/21/2006 09/30/2006
1014 Modify Lifting Beam End Blocks 07/28/2006 01/01/2007 07/28/2006 09/30/2006
1015 STS Repair 08/01/2006 10/03/2006 08/09/2006 09/30/2006
Enter Scheduled Dates. Actual Dates are entered on a QC report.

Actual date changes are made as a part of the ***Daily Quality Control Report***, from which the dates are typically either imported from the Contractor's NAS or manually updated. The *actual dates* are imported from the Contractor's Daily QC Report and cannot be changed after export to the Government. The Scheduled Date columns may be updated from this screen.


QCS Contract Menu - [P0008433] W912ER-04-D-0008 0004 OHC Overhead Cover Sys 004 - GRN Master
File Options Help
Home
Administration
Quality Control
Submittals
Import/Export
Overview
Reports
Quality Control - Activity Schedule
(Read Only)
QC Daily Reports
QC Summary
Features of Work
3 Phase Inspections
Hazard Analysis
QC Requirements
Equipment Checks
Exposure Hours
Activity Schedule
Feature Schedule
Warranty Items
Find
All Activities
Activity Number
Activity Description
Early Start
Early Finish
Late Start
Late Finish
Total Float
N1010001 Contract Award 09/28/05A 09/27/05A 0
N1010002 Project Start 09/28/05A 09/27/05A 0
N1010010 Project Activation/Mobilizatio 10/13/05A 11/11/05A 0
N1010012 Project Mobilization 31 to 60 11/12/05A 12/12/05A 0
N1010014 Project Mobilization 61 to 90 12/13/05A 01/12/06A 0
N1010020 Kick off Mtg for Design Concep 10/05/05A 10/04/05A 0
N1010030 USACE Gives Notice to Proceed 10/13/05A 10/12/05A 0
N1010040 Develop Prototype Design Solut 10/05/05A 11/08/05A 0
N1010042 USACE Reviews & Comments on Pr 11/03/05A 11/23/05A 0
N1010044 Design Team Responds to Commen 11/24/05A 11/27/05A 0
N1010046 Design Conference on Prototype 11/28/05A 11/29/05A 0
N1010050 QCS Inhouse Training 10/19/05A 10/21/05A 0
N1010060 USACE Gives Notice to Proceed 12/05/05A 12/04/05A 0
N1010062 Utility Allowance-01 02/01/06A 12/01/06 06/30/07 209
N1010064 Equipment Allowance-01 02/01/06A 12/01/06 06/30/07 209
N1010065 Deliver Midsize Vehicle-01 12/02/05A 12/11/05A 0
N1010070 Prepare & Submit 120 day Desig 10/13/05A 11/04/05A 0
Scheduled and Actual Dates - Imported from NAS
Imported from NAS

This is how the screen appears when you are using QCS and importing the Contractors' SDEF file from his scheduling system.

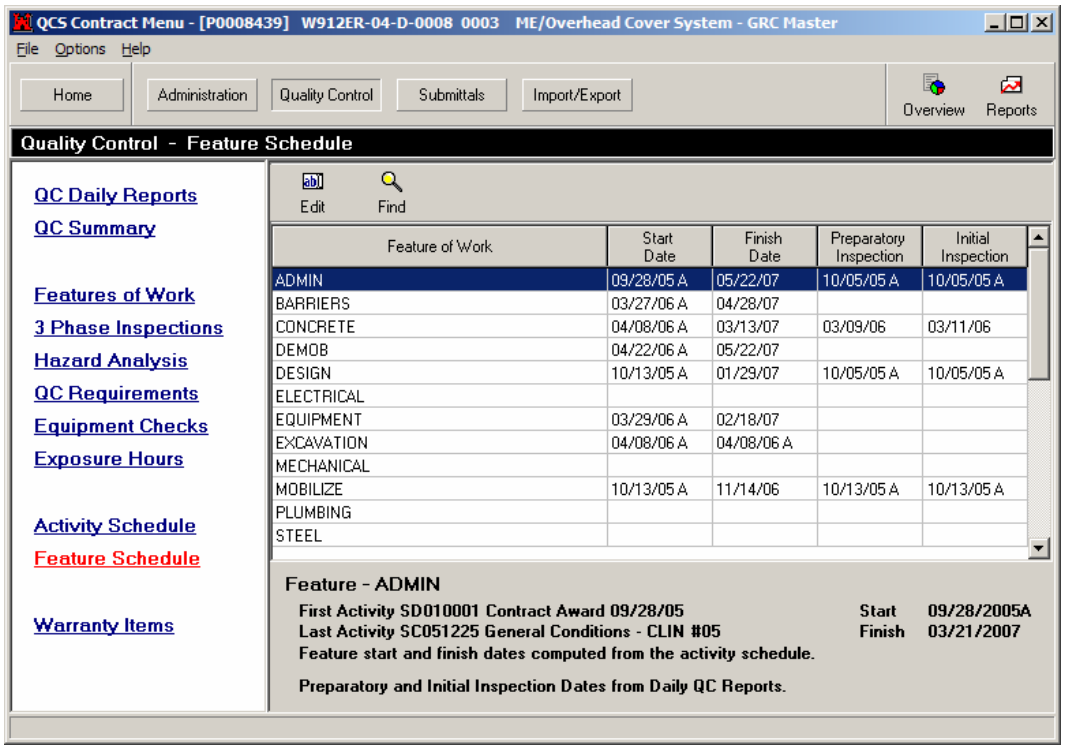
Feature Schedule

The Contractor's Quality Control Plan requires that the contract be organized according to **Definable Features of Work**. The **Definable Features of Work** are assigned to specific activities in the schedule so that preparatory, initial and follow-up inspections may be scheduled.

- **All Contractor Activities must be assigned to one and only one Definable Feature of Work.**
- **The Definable Feature of Work may have MANY Activities linked to it.**
- **The Definable Features of Work in the Quality Control Plan must match those in the Scheduling program.**

As **Definable Features of Work** are required to be identified by the Contractor as part of his Quality Control program, this **Feature Schedule** of QCS is used to track and report when the ***Preparatory and Initial three phase Inspection Control Meetings*** are scheduled and actually conducted.

The **Feature Schedule** can be accessed from the main **Contract Menu / Administration / Feature Schedule** as shown below.



Features of Work can be considered as a general category of construction work that is referenced in the contract specifications. A feature can also be thought of as any phase of work requiring a preparatory inspection. In QCS they are tied to work types that are tied to three phase inspection checks. As such, they are an integral part to the power of QCS to print inspection worksheets and should be thought through carefully. The dates are captured from the QC Daily Report or may be entered here.

Chapter 6 – Progress Payments

What you will learn from this Chapter

Progress Payments

- Overview of Chapter Contents
- Far Requirements for Prompt Payment
- Adding a Pay Period
- Entering Requested Earnings
- Importing the Pay Request
- Additional Earnings
- Stored Materials
- Preparatory Work
- Performance and Payment Bonds
- Subcontractor Deductions
- Exporting the Pay Request
- Payment Reports

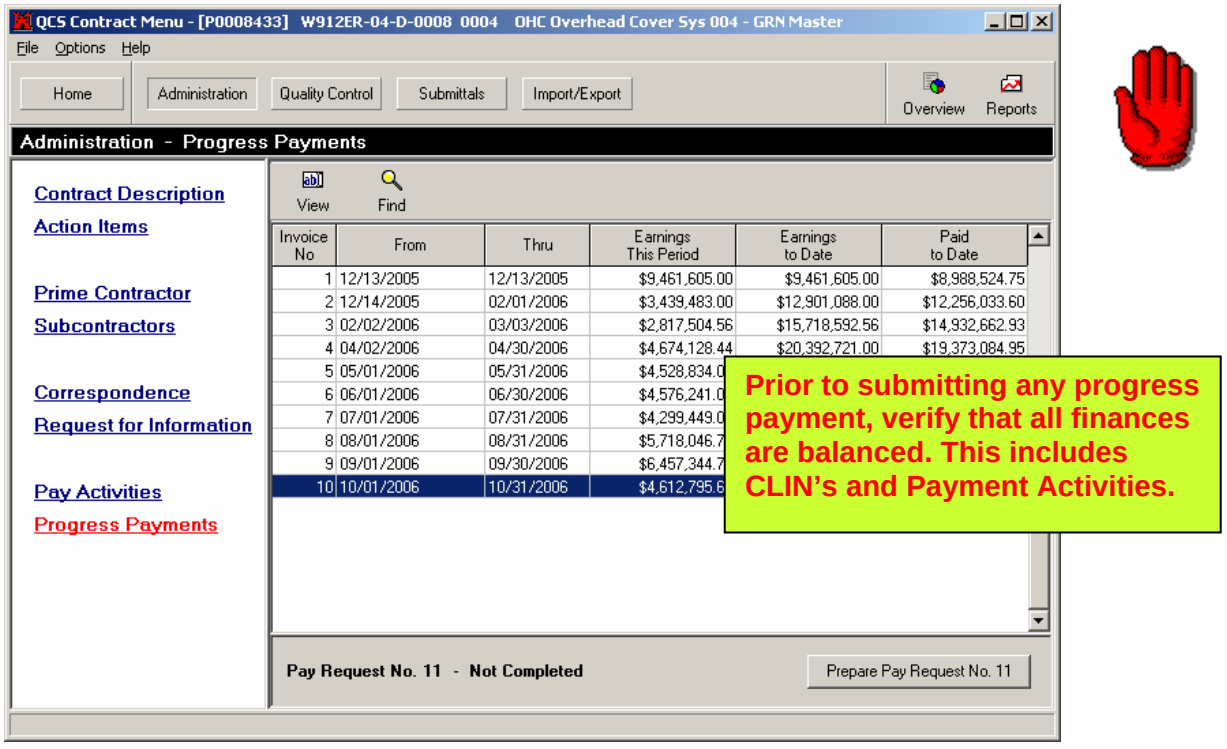
Overview

The QCS program allows the contractor to submit progress payments with the exchange of data electronically with the government. The actual exchange process is the subject of the next chapter in this manual. This chapter will address the payment process within the QCS program.

The **Progress Payments** module allows you to track all the aspects of payments on the contract. The Contractor submits a request for payment by ***Pay Activities***. The request can either be for a specific dollar amount, or for a percentage of the pay activity amount or quantity. The Contractor and Government Representative should jointly review the Contractor's request, check for any outstanding requirements and determine what the allowed amount will be (again, using either specific dollars or a percentage). Retained percentages are also taken into consideration.

In accordance with Contract Clause, "*Prompt Payment for Construction Contracts*", the Prompt Payment Act (PPA) (this is a Public Law 100-496 and has been in effect since April 1, 1989), payments are required to be made within14 calendar days of receipt of a proper invoice. When submitting the pay request, **MAKE SURE** it is accompanied by a "**certification**" as specified in the contract. The office receiving the payment request is obligated to ensure that the pay request is correct and, if not, return it to the Contractor within 7 calendar days, otherwise it will be assumed to be correct and interest will be paid if a late payment takes place. The PPA certificate can be printed directly from the QCS program.

Progress Payment are located under the heading **Administration** from the **Contract Menu**.



FAR Requirements for Prompt Payment

- The “designated billing office” is defined as the office or person designated in the contract to first receive the contractor’s invoice or request for payment. In most cases, this will be the Area, Resident or Project Office that is administrating the construction contract on behalf of the Corps of Engineers.

- A “proper invoice” is defined by FAR clause 52.232-27(a)(2) and must include, among other items, “*substantiation*” of the amounts requested and “*certification*” in accordance with the requirements of clause 52.232-5. Payment will not be made without contractor substantiation of the amounts requested and certification that previous amounts were expended in accordance with the contract, subcontractors and suppliers have been paid from previous payments and will be paid promptly from the payment requested, and that the prime contractor’s payment request does not include any amounts to be withheld or retained from a subcontractor. The certification must appear exactly as stated in the aforementioned clause and be fully executed by the contractor. The degree of substantiation required will depend upon the type of work involved and will be left to the discretion of the Contracting Officer. In most cases, however, an update of the approved contract price breakdown indicating itemized completion percentages that were established by mutual agreement between government and contractor contract personnel would constitute substantiation of work-in-place.

- If an invoice is found to be improper or defective, as defined by 52.232-27(a) (2), the contractor must be notified of the defect within 7 days after receipt of the invoice. It is recommended that the initial notification be placed telephonically (see clause 52.232-27(a) (2) (vii) and then confirmed in writing. The “clock” is effectively stopped upon notification of the defect and the whole process starts over with the resubmission of the corrected invoice. Disagreement between the Government and the Contractor over the payment amount, issues of contract compliance or retainage does not form the basis for finding the invoice to be defective and requiring resubmission. However, since clause 52.232-27(a) (4) (iv) states that “Interest penalties are not required on payment delays due to disagreement….” it is imperative that the ENG Form 93 be annotated to document the delay and alert the designated payment office not to pay interest during the delay period.

- If the Government takes longer than 7 days to notify the contractor of an invoice defect, the subsequent payment period for processing the corrected invoice is shortened by the number of days that the Government exceeded the 7 day requirement (e.g., if the specified due date is 14 days after receipt, and the Government takes 10 days to notify the Contractor of a defect, payment of the corrected invoice is due 11 days after receipt).

- The due date for progress payments shall be 14 days after receipt of a proper payment request. This requirement is contained in P.L. 100—496 and is not subject to negotiation. The FAC (Federal Acquisition Circular 84-45) does provide for making a determination as to a contract or class of contracts and specifying, in the solicitation, “a period longer than 14 days if required to afford the Government a practicable opportunity

to *adequately inspect the work* and to *determine the adequacy of the contractor's performance*…" The Office of Management and Budget (OMB) Circular A-125 states that, "extended payment periods would not be appropriate… for the mere convenience of government employees, or to avoid any possibility of making late payment." In order to carry out the Congressional intent, determinations to specify longer payment periods shall be made by the Contracting Officer and shall be documented by written justification in the contract file. Current feedback from the field indicated that where ENG Form 93's are transmitted electronically to the payment office, the "50 percent rule" (in the payment office by close of business on the day that represents half the pay period, or in this case, the 7th day) could usually be met.

- The release of retained amounts shall be based on the Contracting Officer's determination that satisfactory progress has been made. Payment is due within 30 days, or other specified period, after release is approved.

- On final payments, we don't have the latitude of specifying a longer payment period. Payment is due either the 30th day after receipt of the invoice or the 30th day after Government acceptance of the work, whichever is later. Where final payment is subject to settlement actions (e.g., release of claims), acceptance is deemed to have occurred the effective date of settlement.

- If a contractor is overpaid (his performance is later found not in conformance with the contract specifications or he has held retainage from a subcontractor and was paid the full amount), the Government is entitled to interest, and the interest must be deducted from the next available payment to the contractor. Although Clause 52.232-5(d) predicates such action upon the contractor's discovery of the "*unearned amount*", there may be instances where it is necessary for the Government to provide information for discovery.

- Another major revision is the addition of some very detailed provisions applying to the payment of subcontractors. The highlights are:

    1. The provisions flow down to subcontractors and suppliers at **all** tiers. The prime contractor must include a contract clause requiring each of its subcontractors to flow down these same requirements t each of their subcontractors.
    2. Contractors and subcontractors must pay their subcontractors within 7 days of receipt of their respective payment. They may not specify longer payment periods in their subcontracts.
    3. Contractors and subcontractors must pay interest to their subcontractors for payments made after the due date (7th day).
    4. Interest that the contractor pays a subcontractor cannot be charged to the Government.
    5. The Contracting Officer must be provided copies of retainage and withholding notices issued to subcontractors.

- While the sections on payments to subcontractors constitute a large portion of Clause 52.232-27, the Congress did not indicate it intended to place the Government in an enforcement role between the prime and subcontractor on payment issues. Although the requirements to provide the Contracting Officer with copies of correspondence to

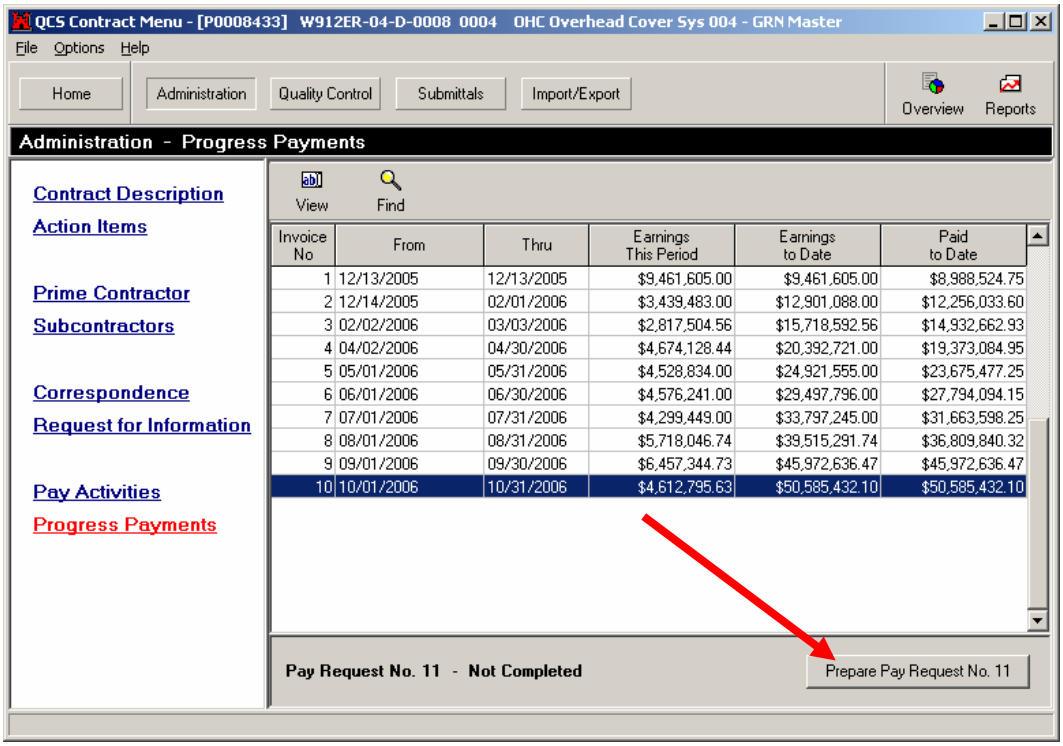
subcontractors may indicate deeper involvement, the Office of the Chief Counsel has confirmed that neither OMB Circular A-125 nor the FAR requires the Government to monitor and enforce activities between the prime and subcontractor as identified in subparagraphs (d) (e) (f) and (g) of Clause 52.232.27. Compliance with subparagraph (c) will be implemented through a mechanism similar to the *Statement and Acknowledgment Form* used in the labor provisions.

Adding a Pay Period

The Progress Payment screen is used to review and /or prepare payments. The process for making payments is a logical one and should be easily understood.

You begin the process by pushing the **Prepare Pay Request No.** ## button located at the bottom right side of the screen.

After you push the **Prepare Pay Request No.** # button to add a new pay period, QCS presents a new screen on which to complete the request. You are able to review the previous pay periods, however, you can only edit the *CURRENT* pay estimate. You may preview all *ENG Form 93's* that have been archived.



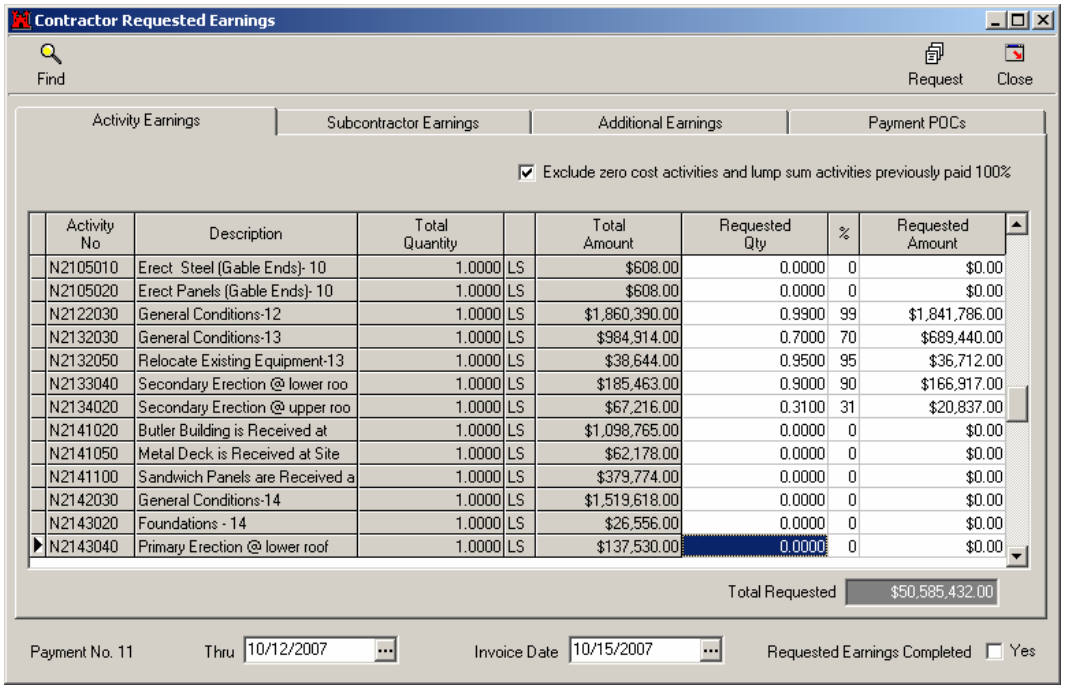
Entering Requested Activity Earnings

Payments to the contractor and payment frequency are set forth in the “Payments Under Fixed Price Construction Contracts”, or an equivalent clause of the contract. Frequency of payment is usually specified as monthly, but the pay period should be mutually agreed upon by appropriate Government and Contractor person, or as specified in the contract.

Progress payments are based on the value of acceptable work the Contractor has placed from one pay period to the next. That is, a Contractor is paid according to the percentage or quantity of work that has been satisfactorily completed, or partially completed as the case may be. Preferably, mutual agreement is obtained with the Government and Contractor on progressive earnings through consultation prior to preparing the formal pay request.

The estimate must be arithmetically correct. The Contractor or authorized representative should sign the original before forwarding the final request for payment to the Government. When a NAS is used, it should provide the supporting data for interium pay estimates. When there is an unreconciled disagreement in the amount of contractor earnings, the Government advises the Contractor of the differences and makes the payment

The Contractor may manually enter the requested earnings, or **Import Pay Request** from his scheduling system (e.g., Primavera).


Contractor Requested Earnings
Find
Request
Close
Activity Earnings
Subcontractor Earnings
Additional Earnings
Payment POCs
Exclude zero cost activities and lump sum activities previously paid 100%
Activity No
Description
Total Quantity
Total Amount
Requested Qty
%
Requested Amount
N2105010 Erect Steel (Gable Ends)- 10 1.0000 LS $608.00 0.0000 0 $0.00
N2105020 Erect Panels (Gable Ends)- 10 1.0000 LS $608.00 0.0000 0 $0.00
N2122030 General Conditions-12 1.0000 LS $1,860,390.00 0.9900 99 $1,841,786.00
N2132030 General Conditions-13 1.0000 LS $984,914.00 0.7000 70 $689,440.00
N2132050 Relocate Existing Equipment-13 1.0000 LS $38,644.00 0.9500 95 $36,712.00
N2133040 Secondary Erection @ lower roo 1.0000 LS $185,463.00 0.9000 90 $166,917.00
N2134020 Secondary Erection @ upper roo 1.0000 LS $67,216.00 0.3100 31 $20,837.00
N2141020 Butler Building is Received at 1.0000 LS $1,098,765.00 0.0000 0 $0.00
N2141050 Metal Deck is Received at Site 1.0000 LS $62,178.00 0.0000 0 $0.00
N2141100 Sandwich Panels are Received a 1.0000 LS $379,774.00 0.0000 0 $0.00
N2142030 General Conditions-14 1.0000 LS $1,519,618.00 0.0000 0 $0.00
N2143020 Foundations - 14 1.0000 LS $26,556.00 0.0000 0 $0.00
N2143040 Primary Erection @ lower roof 1.0000 LS $137,530.00 0.0000 0 $0.00
Total Requested $50,585,432.00
Payment No. 11
Thru 10/12/2007
Invoice Date 10/15/2007
Requested Earnings Completed Yes

Subcontractor Earnings and Deductions

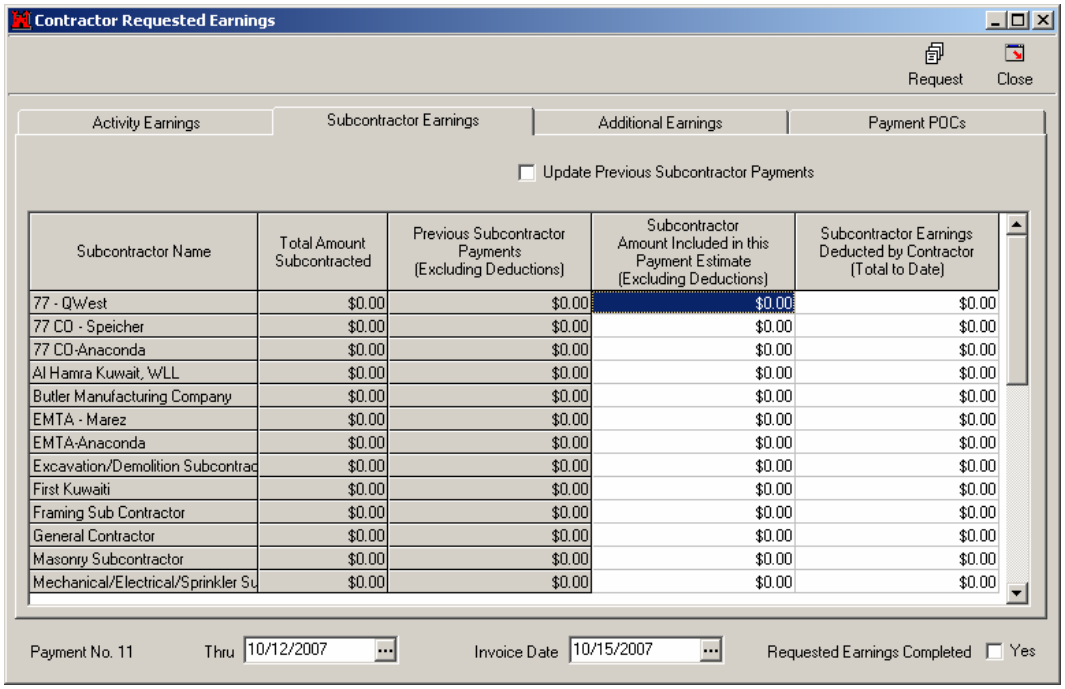
In accordance FAR 52.232-5 — “Payments Under Fixed-Price Construction Contracts”, RMS and QCS has been provided with new screens to accommodate the information specified to be furnished by the Prime Contractor relative to any Subcontractor used on the contract.

Key items to be provided per the Prompt Payment Act:

- Listing of amount for work accomplished by each subcontractor.
- Listing of the total amount of each subcontract.
- Listing of amount previously paid to each subcontractor (includes any deductions against the subcontract, per the Prompt Payment Act (PPA).

Screens have been added to provide data for Assignments and Notification of Defective Invoice.

The ***Prompt Payment Certification*** is also included on the screen and a report can be generated within QCS to submit with the Contractor Payment Request.


Contractor Requested Earnings
Request
Close
Activity Earnings
Subcontractor Earnings
Additional Earnings
Payment POCs
Update Previous Subcontractor Payments
Subcontractor Name
Total Amount Subcontracted
Previous Subcontractor Payments (Excluding Deductions)
Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)
Subcontractor Earnings Deducted by Contractor (Total to Date)
77 - QWest $0.00 $0.00 $0.00 $0.00
77 CO - Speicher $0.00 $0.00 $0.00 $0.00
77 CO-Anaconda $0.00 $0.00 $0.00 $0.00
Al Hamra Kuwait, WLL $0.00 $0.00 $0.00 $0.00
Butler Manufacturing Company $0.00 $0.00 $0.00 $0.00
EMTA - Marez $0.00 $0.00 $0.00 $0.00
EMTA-Anaconda $0.00 $0.00 $0.00 $0.00
Excavation/Demolition Subcontrac $0.00 $0.00 $0.00 $0.00
First Kuwaiti $0.00 $0.00 $0.00 $0.00
Framing Sub Contractor $0.00 $0.00 $0.00 $0.00
General Contractor $0.00 $0.00 $0.00 $0.00
Masonry Subcontractor $0.00 $0.00 $0.00 $0.00
Mechanical/Electrical/Sprinkler Su $0.00 $0.00 $0.00 $0.00
Payment No. 11
Thru 10/12/2007
Invoice Date 10/15/2007
Requested Earnings Completed Yes

Prompt Payment Certification Report (Page 1)

Prompt Payment Certification And Supporting Data For Contractor Payment Invoice

Page 1 of 13 pages

(1) Contract No.: DACW27-01-C-0030 NA

(2) Location and Description of Work: Olmsted, Illinois Maintenance and Operating Bulkheads

(3) Estimate No.: 42

(4) Invoice Date: 10/26/2005

(5) Contractor Official (name and address) to whom payment is to be sent:

Massman Construction Co.
8901 State Line Road
Kansas City, MO 64114

(6) Discount Terms:

0 Days
0 Percent

(7) If Notice of Assignment has been filed, enter name of Assignee to whom payment is to be sent:

(8) Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice:

Robert Browne, Owner
909-234-5679
1254 West Avenue
Upland, CA 92506

(9) Subcontractor Name	(10) Total Amount Subcontracted	(11) Previous Subcontractor Payments (Excluding Deductions)	(12) Subcontractor Amount Included in this Payment Estimate (Excluding Deductions)	(13) ** Subcontractor Earnings Deducted by Contractor (Total to Date)
BART	$43,000.00	$24,000.00	$4,000.00	$2,400.00
Bar-Tie	$23,445.00	$0.00	$0.00	$0.00
COE	$13,253.00	$0.00	$0.00	$0.00
DivCon, LLC	$160,000.00	$0.00	$0.00	$0.00
DivCon, LLC	$75,000.00	$0.00	$0.00	$0.00
EGPT	$12,005.00	$1,200.00	$1,200.00	$120.00
MCC	$15,000.00	$0.00	$0.00	$0.00
N & N Metro Plumbing	$80,000.00	$0.00	$0.00	$0.00
N & N Metro Plumbing, Inc.	$0.00	$0.00	$0.00	$0.00
PLAT	$12,500.00	$0.00	$0.00	$0.00
Plateau Electrical Constructor	$250,000.00	$125,000.00	$50,000.00	$12,500.00
STW	$46,500.00	$0.00	$0.00	$0.00
THMS	$33,000.00	$0.00	$0.00	$0.00
Thomas Industrial Coatings Inc	$35,600.00	$0.00	$0.00	$0.00
Triangle Enterprises	$340,000.00	$0.00	$0.00	$0.00

** A written notice of any withholding shall be issued to a subcontractor (with a copy to the Contracting Officer) of any such notice issued by the Contractor, specifying (1) the amount to be withheld, (2) the specific causes for the withholding under the terms of the subcontract, and (3) the remedial actions to be taken by the subcontractor in order to receive payment of the amounts withheld. Attach copy of notification to pay estimate. Reference FAR 52.232-27(g).

I herby certify, to the best of my knowledge and belief, that:

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payments covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States, Code; and

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

_____ _____

Signature Date

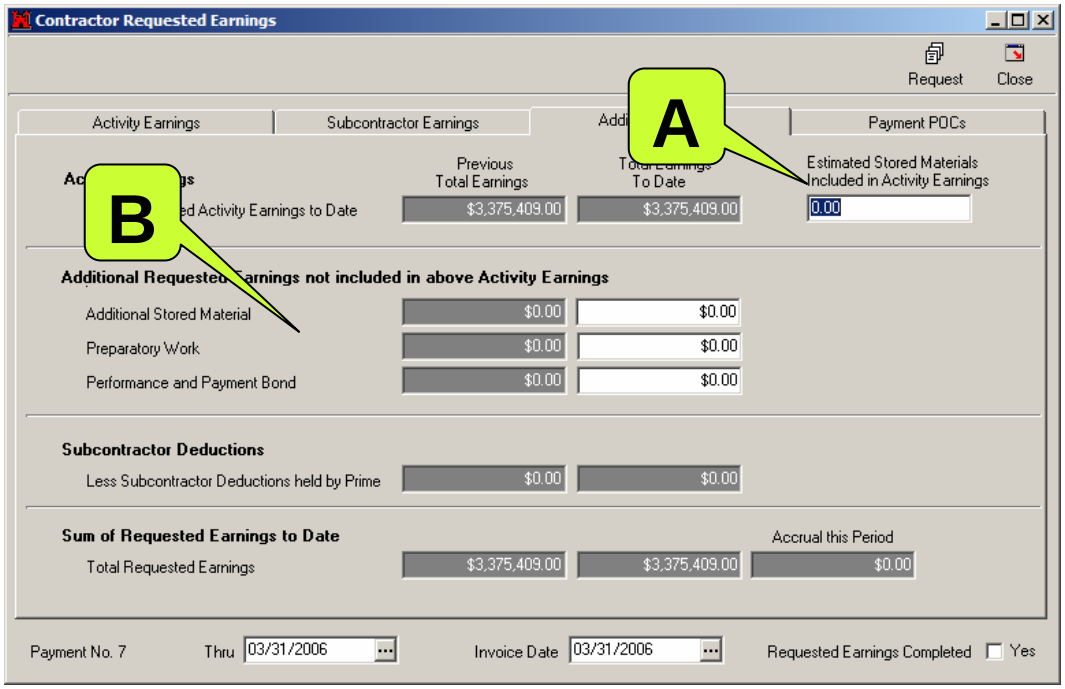
John Mayberry, Superintendant

Typed Name and Title

Additional Eanings

Occassionally, you may need to request action for additional earnings that are not addressed within the specific pay activities, but for which entitlement is authorized. Or, you may need to make deductions in the pay request for other items as shown below.

The third tab on this screen is entitled "***Additional Earnings***" and is used for the purposes just explained.



Stored Materials

There are two different types of stored materials addressed on this screen.

- Stored Materials included in Activity Earnings
- Stored Materials not included in Activity Earnings

A Stored materials that are included in activity earnings could be such items as "gypsum board". The activity could be labeled as "Drywall" and the gypsum board is an item for that activity and it has been delivered to the jobsite, but not yet incorporated into the work. Any amount listed here will not reduce or increase earnings. Its primary purpose is to reflect accurate progress (percentage) of work actually in place. The earning amount will be reduced by the value of the stored materials prior to computing the actual progress percentage. The amount should ultimately be "ZERO" when all material is incorporated into the work.

B Stored materials that are not included in activity earnings could be such items that have been delivered to the jobsite but not yet incorporated. For example, if you had an activity called "Fencing", the item could be "chain link fabric". The fencing will be paid for by the lineal feet (LF) of installed fence, but none has yet been installed. The fabric is delivered but is not addressed in any specific *Contract Line Item* (CLIN) – sometimes called "Bid Items". The amount entered here will be processed IN ADDITION to any activity earnings requested. It should be reduced to "ZERO" as the material is all incorporated.

Amounts entered that are not included in activity earning, MUST BE REDUCED as the material is incorporated and becomes a part of the actual activity.

Other Earnings not included in Activity Earnings

Similar to the stored material in B, above, there are two other categories of expenses for which payment is authorized in accordance with the Federal Acquisition Regulations (FAR).

- Preparatory Work
- Performance and Payment Bonds

Preparatory Work

Preparatory work is often encountered on UNIT PRICE contracts, where items such as "Mobilization" or "Demobilization" are not specifically addressed as a line item for which payment can be made. Payment may be extended for such costs, but must also be reduced as the work is placed. This amount should be "ZERO" when the contract is complete.

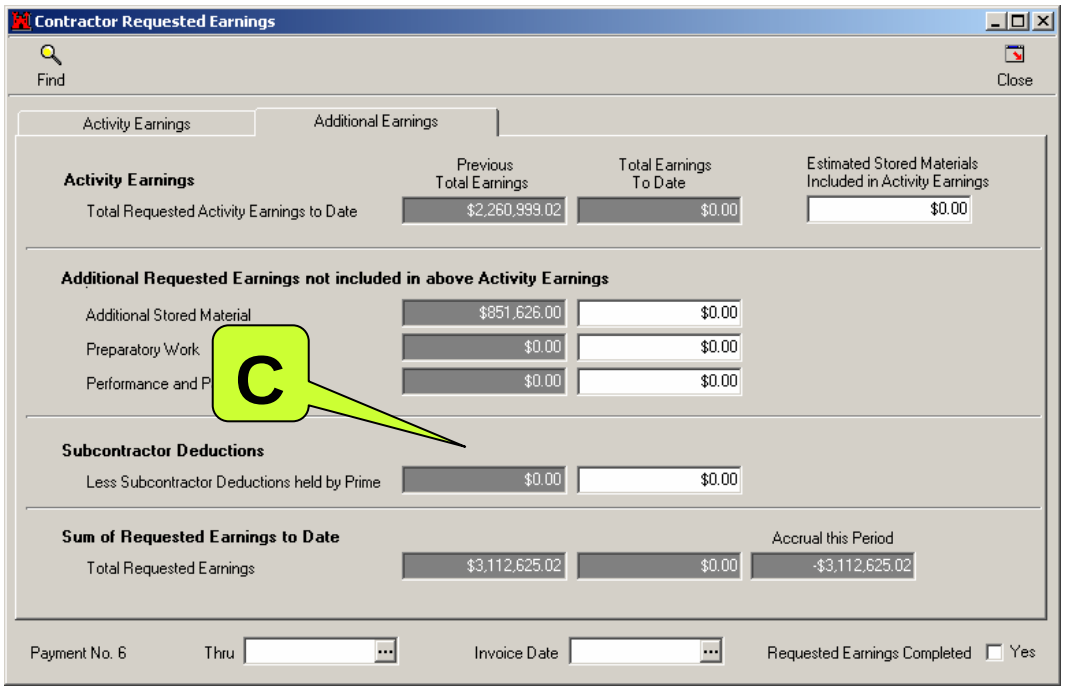
Performance and Payment Bonds

Not unlike "Preparatory Work" in the previous paragraph, Performance and Payment Bonds may be reimbursed as "up-front" costs when not specifically part of a contract line item. This also must be reduced as the work progresses. This amount should also be "ZERO" when the contract is complete.

Subcontractor Deductions

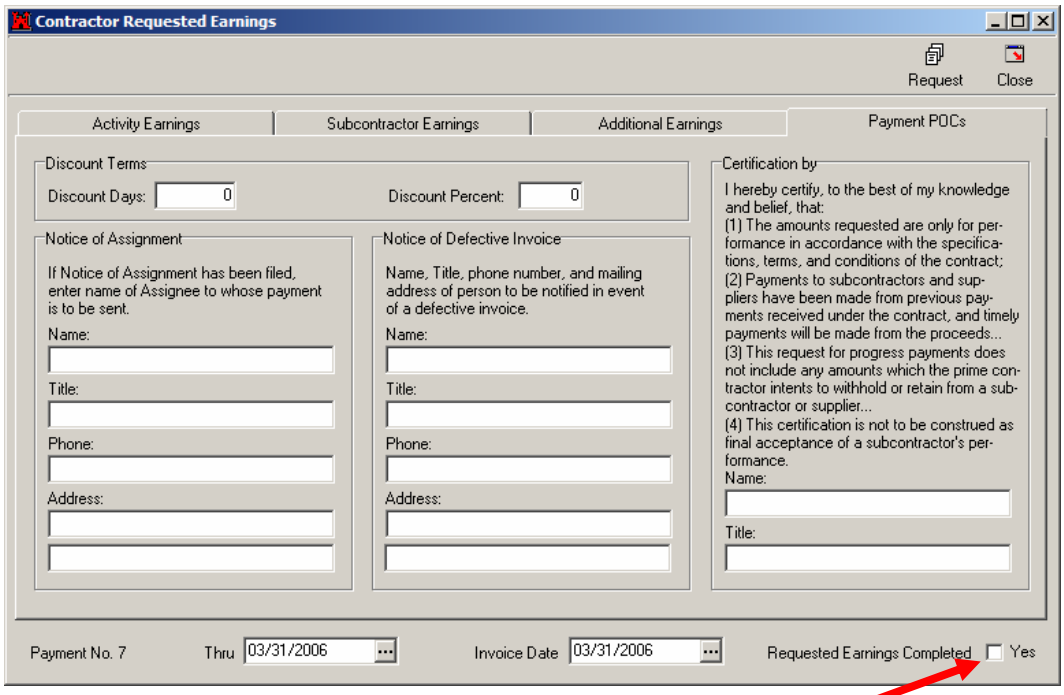
C When the Prime Contractor withholds earnings from a Subcontractor, the Government must HOLD the funds on behalf of the Prime Contractor. This is a strict requirement of the *Prompt Payment Act* and must be adhered to.

Enter the amount of the withholdings in “C” below. As the amount is returned to the Subcontractor, that amount will be reduced to “ZERO”.



Payment POCs

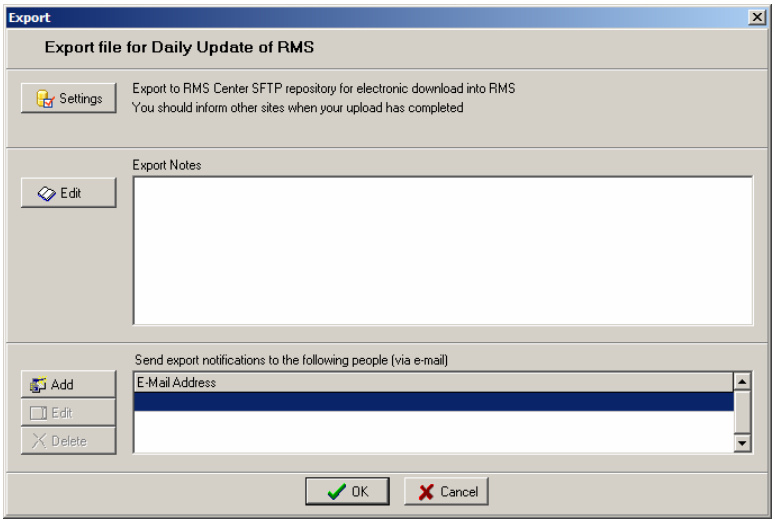
This is the screen from which you can print the PPA Certification. The screen also includes information on any Assignment that may have been extended and a person to contact in the event of a defective invoice.


Contractor Requested Earnings
Request
Close
Activity Earnings
Subcontractor Earnings
Additional Earnings
Payment POCs
Discount Terms
Discount Days: 0
Discount Percent: 0
Notice of Assignment
If Notice of Assignment has been filed, enter name of Assignee to whose payment is to be sent.
Name:
Title:
Phone:
Address:
Notice of Defective Invoice
Name, Title, phone number, and mailing address of person to be notified in event of a defective invoice.
Name:
Title:
Phone:
Address:
Certification by
I hereby certify, to the best of my knowledge and belief, that:
(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;
(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds...
(3) This request for progress payments does not include any amounts which the prime contractor intents to withhold or retain from a subcontractor or supplier...
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.
Name:
Title:
Payment No. 7
Thru 03/31/2006
Invoice Date 03/31/2006
Requested Earnings Completed Yes

Indicate when you have completed the Pay Request to enable it to be electronically sent to the Government (RMS) for payment.

Exporting the Pay Request

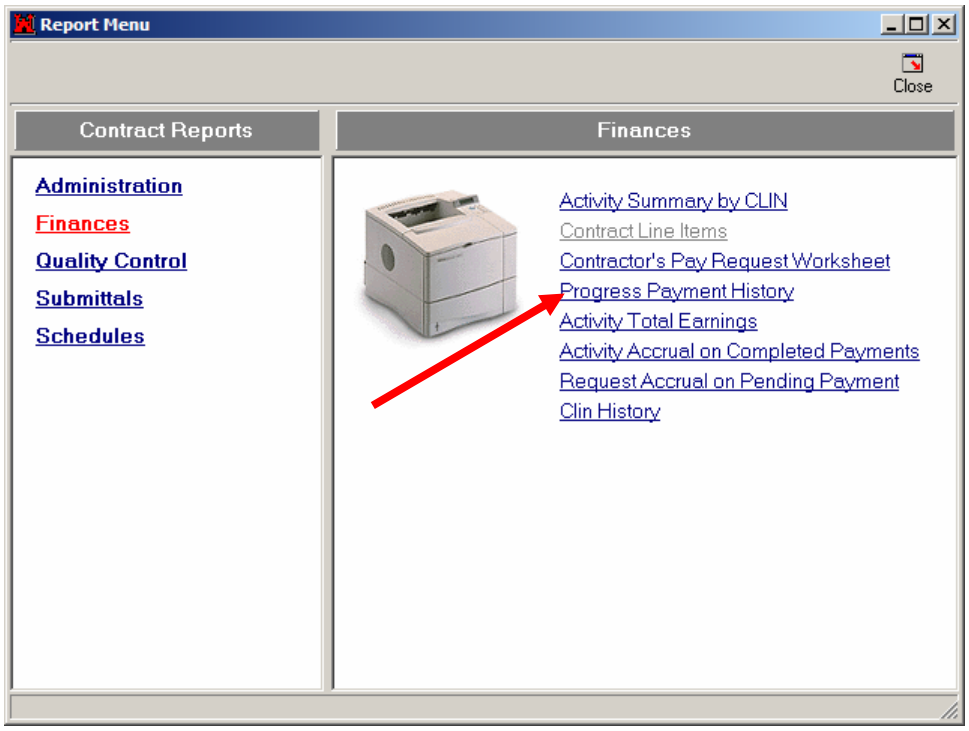
When you are completed with entering the requested earnings (and deductions if appropriate), check the box "**Yes**" at the bottom right side of the screen. When this is checked, and the request is exported to the Government for processing, no further changes will be possible. All fields will turn gray.



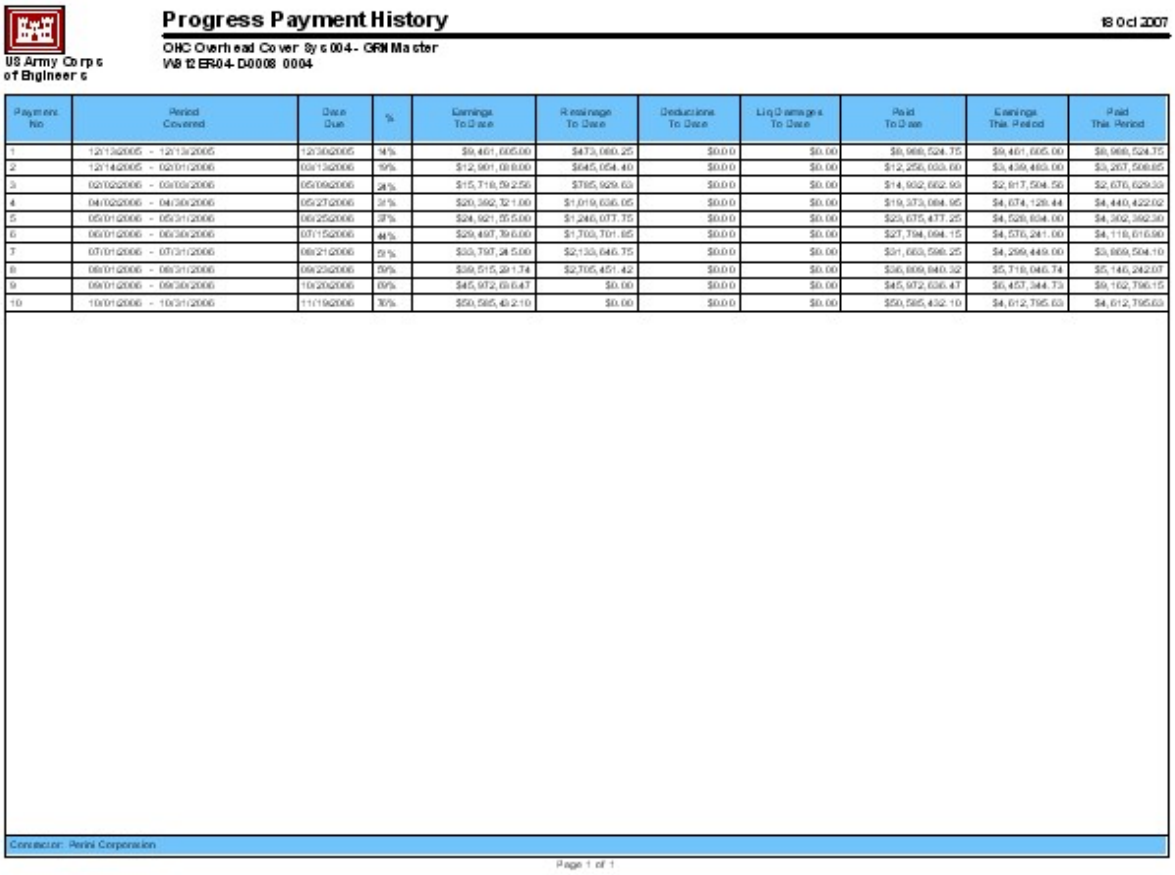
You are ready to export the pay request to the Government RMS system using the **Import/Export** button on the main **Contract Menu.**

Payment Reports

Using the **Reports** button you may preview and print the available reports for payments for the contract. One of the reports available is the "Progress Payment History" report. The report is included on the next page for your information.



Progress Payment History - Report



US Army Corps of Engineers

Progress Payment History

18 Oct 2007

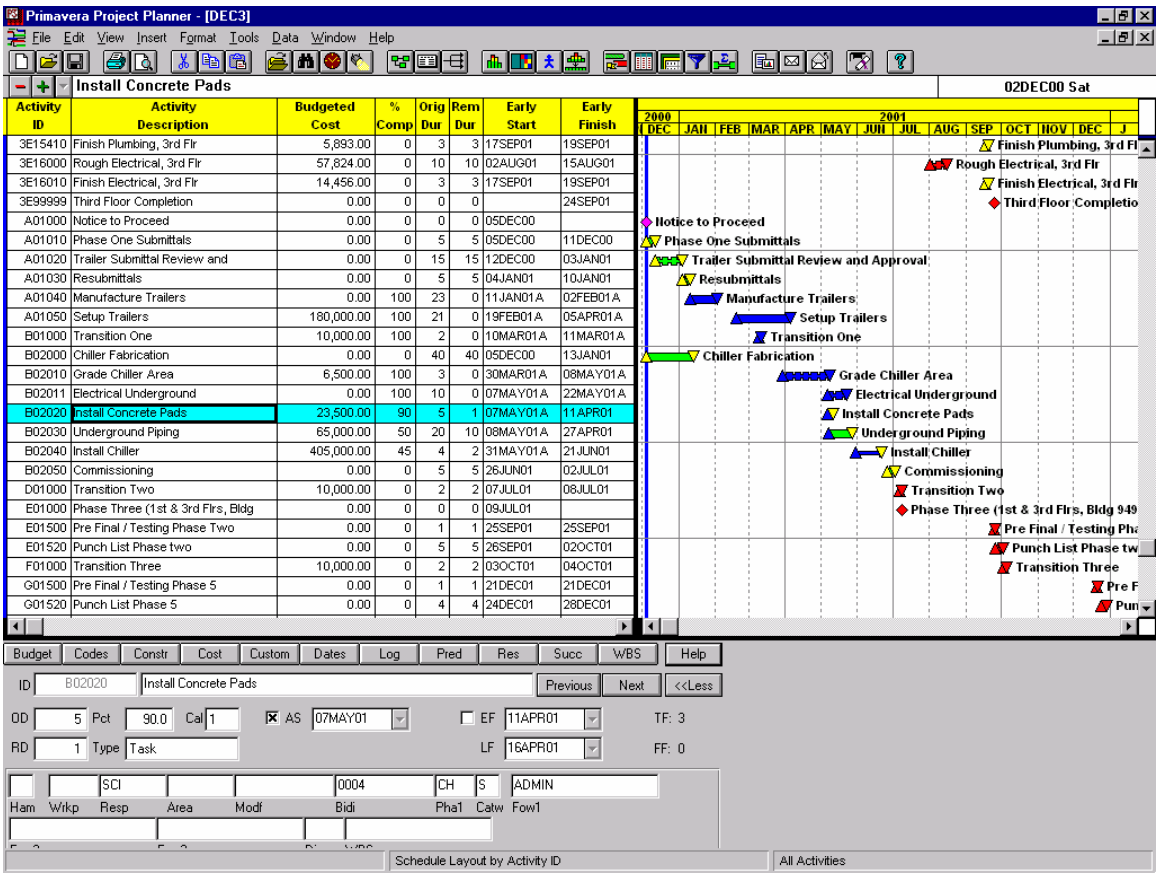
OHC Overhead Cover Sys 004 - GRN Master
W912ER04-D0008 0004

Payment No	Period Covered	Date Due	%	Earnings To Date	Retainage To Date	Deductions To Date	Liq Damages To Date	Paid To Date	Earnings This Period	Paid This Period
1	12/13/2005 - 12/13/2005	12/30/2005	14%	$9,461,605.00	$473,080.25	$0.00	$0.00	$8,988,524.75	$9,461,605.00	$8,988,524.75
2	12/14/2005 - 02/01/2006	03/13/2006	59%	$12,901,089.00	$645,054.40	$0.00	$0.00	$12,256,033.60	$3,439,483.00	$3,267,508.85
3	02/02/2006 - 03/03/2006	05/09/2006	84%	$15,718,092.56	$785,929.63	$0.00	$0.00	$14,932,662.93	$2,817,004.56	$2,676,629.33
4	04/02/2006 - 04/30/2006	05/27/2006	91%	$20,392,321.00	$1,019,616.05	$0.00	$0.00	$19,372,704.95	$4,674,228.44	$4,440,422.02
5	05/01/2006 - 05/31/2006	06/25/2006	97%	$24,921,855.00	$1,246,077.75	$0.00	$0.00	$23,675,477.25	$4,529,834.00	$4,302,342.30
6	06/01/2006 - 06/30/2006	07/15/2006	94%	$29,497,796.00	$1,703,701.85	$0.00	$0.00	$27,794,094.15	$4,575,941.00	$4,118,616.90
7	07/01/2006 - 07/31/2006	08/21/2006	91%	$33,797,245.00	$2,133,646.75	$0.00	$0.00	$31,663,598.25	$4,299,449.00	$3,869,504.10
8	08/01/2006 - 08/31/2006	09/23/2006	89%	$38,515,291.74	$2,705,451.42	$0.00	$0.00	$35,809,840.32	$5,718,046.74	$5,146,242.07
9	09/01/2006 - 09/30/2006	10/20/2006	89%	$45,972,636.47	$0.00	$0.00	$0.00	$45,972,636.47	$8,457,344.73	$8,102,795.15
10	10/01/2006 - 10/31/2006	11/19/2006	89%	$50,585,432.10	$0.00	$0.00	$0.00	$50,585,432.10	$4,612,795.63	$4,612,795.63

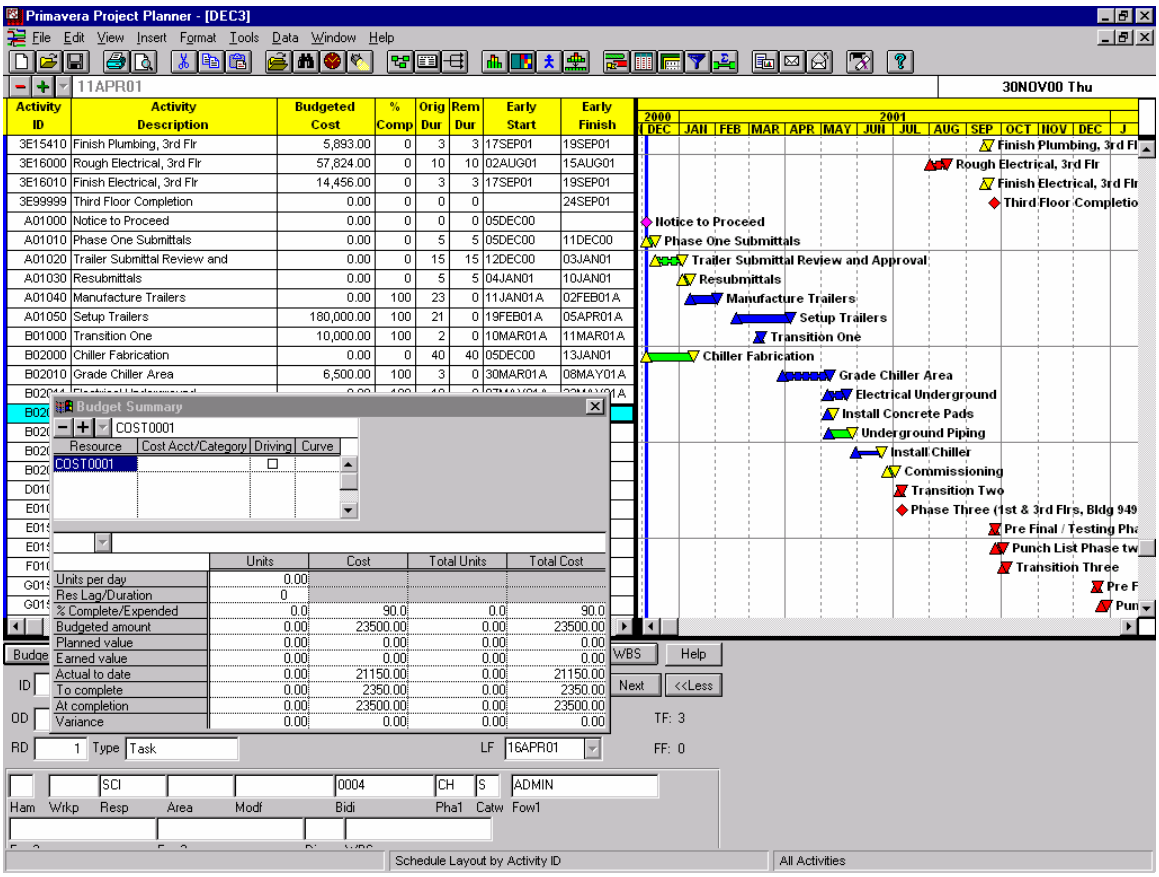
Contractor: Perini Corporation

Page 1 of 1

Creating an SDEF Pay Request in Primavera


Primavera Project Planner - [DEC3]
File Edit View Insert Format Tools Data Window Help
Install Concrete Pads
02DEC00 Sat
Activity ID | Activity Description | Budgeted Cost | % Comp | Orig Dur | Rem Dur | Early Start | Early Finish
3E15410 Finish Plumbing, 3rd Flr 5,893.00 0 3 3 17SEP01 19SEP01
3E16000 Rough Electrical, 3rd Flr 57,824.00 0 10 10 02AUG01 15AUG01
3E16010 Finish Electrical, 3rd Flr 14,456.00 0 3 3 17SEP01 19SEP01
3E99999 Third Floor Completion 0.00 0 0 0 24SEP01
A01000 Notice to Proceed 0.00 0 0 0 05DEC00
A01010 Phase One Submittals 0.00 0 5 5 05DEC00 11DEC00
A01020 Trailer Submittal Review and 0.00 0 15 15 12DEC00 03JAN01
A01030 Resubmittals 0.00 0 5 5 04JAN01 10JAN01
A01040 Manufacture Trailers 0.00 100 23 0 11JAN01A 02FEB01A
A01050 Setup Trailers 180,000.00 100 21 0 19FEB01A 05APR01A
B01000 Transition One 10,000.00 100 2 0 10MAR01A 11MAR01A
B02000 Chiller Fabrication 0.00 0 40 40 05DEC00 13JAN01
B02010 Grade Chiller Area 6,500.00 100 3 0 30MAR01A 08MAY01A
B02011 Electrical Underground 0.00 100 10 0 07MAY01A 22MAY01A
B02020 Install Concrete Pads 23,500.00 90 5 1 07MAY01A 11APR01
B02030 Underground Piping 65,000.00 50 20 10 08MAY01A 27APR01
B02040 Install Chiller 405,000.00 45 4 2 31MAY01A 21JUN01
B02050 Commissioning 0.00 0 5 5 26JUN01 02JUL01
D01000 Transition Two 10,000.00 0 2 2 07JUL01 08JUL01
E01000 Phase Three (1st & 3rd Flrs, Bldg 0.00 0 0 0 09JUL01
E01500 Pre Final / Testing Phase Two 0.00 0 1 1 25SEP01 25SEP01
E01520 Punch List Phase two 0.00 0 5 5 26SEP01 02OCT01
F01000 Transition Three 10,000.00 0 2 2 03OCT01 04OCT01
G01500 Pre Final / Testing Phase 5 0.00 0 1 1 21DEC01 21DEC01
G01520 Punch List Phase 5 0.00 0 4 4 24DEC01 28DEC01
2000 2001
DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC J
Finish Plumbing, 3rd Fl
Rough Electrical, 3rd Flr
Finish Electrical, 3rd Flr
Third Floor Completio
Notice to Proceed
Phase One Submittals
Trailer Submittal Review and Approval
Resubmittals
Manufacture Trailers
Setup Trailers
Transition One
Chiller Fabrication
Grade Chiller Area
Electrical Underground
Install Concrete Pads
Underground Piping
Install Chiller
Commissioning
Transition Two
Phase Three (1st & 3rd Flrs, Bldg 949
Pre Final / Testing Pha
Punch List Phase tw
Transition Three
Pre F
Pun
Budget Codes Constr Cost Custom Dates Log Pred Res Succ WBS Help
ID B02020 Install Concrete Pads Previous Next <<Less
OD 5 Pct 90.0 Cal 1 AS 07MAY01 EF 11APR01 TF: 3
RD 1 Type Task LF 16APR01 FF: 0
SCI 0004 CH S ADMIN
Ham Wrkp Resp Area Modf Bidi Pha1 Catw Fow1
Schedule Layout by Activity ID
All Activities

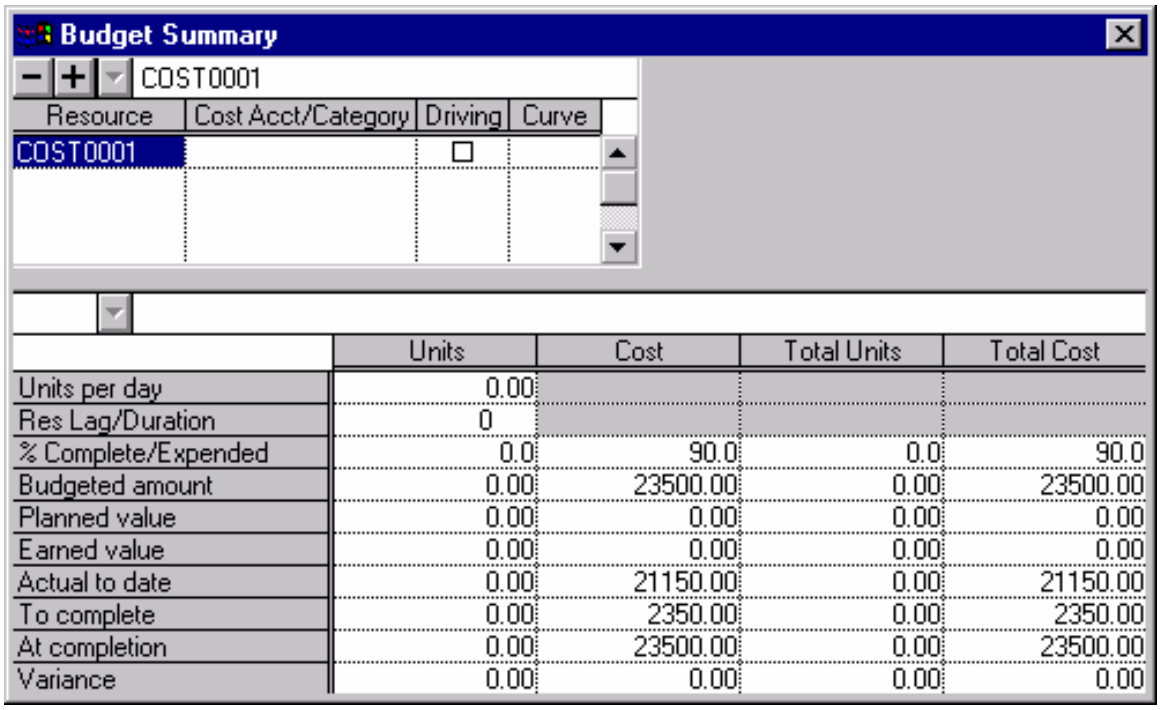
Open the Activity Form Budget Summary Window


Primavera Project Planner - [DEC3]
File Edit View Insert Format Tools Data Window Help
11APR01
30NOV00 Thu
Activity ID
Activity Description
Budgeted Cost
% Comp
Orig Dur
Rem Dur
Early Start
Early Finish
3E15410 Finish Plumbing, 3rd Flr 5,893.00 0 3 3 17SEP01 19SEP01
3E16000 Rough Electrical, 3rd Flr 57,824.00 0 10 10 02AUG01 15AUG01
3E16010 Finish Electrical, 3rd Flr 14,456.00 0 3 3 17SEP01 19SEP01
3E99999 Third Floor Completion 0.00 0 0 0 24SEP01
A01000 Notice to Proceed 0.00 0 0 0 05DEC00
A01010 Phase One Submittals 0.00 0 5 5 05DEC00 11DEC00
A01020 Trailer Submittal Review and 0.00 0 15 15 12DEC00 03JAN01
A01030 Resubmittals 0.00 0 5 5 04JAN01 10JAN01
A01040 Manufacture Trailers 0.00 100 23 0 11JAN01A 02FEB01A
A01050 Setup Trailers 180,000.00 100 21 0 19FEB01A 05APR01A
B01000 Transition One 10,000.00 100 2 0 10MAR01A 11MAR01A
B02000 Chiller Fabrication 0.00 0 40 40 05DEC00 13JAN01
B02010 Grade Chiller Area 6,500.00 100 3 0 30MAR01A 08MAY01A
2000
2001
DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Finish Plumbing, 3rd Fl
Rough Electrical, 3rd Flr
Finish Electrical, 3rd Flr
Third Floor Completio
Notice to Proceed
Phase One Submittals
Trailer Submittal Review and Approval
Resubmittals
Manufacture Trailers
Setup Trailers
Transition One
Chiller Fabrication
Grade Chiller Area
Electrical Underground
Install Concrete Pads
Underground Piping
Install Chiller
Commissioning
Transition Two
Phase Three (1st & 3rd Flrs, Bldg 949
Pre Final / Testing Pha
Punch List Phase tw
Transition Three
Budget Summary
COST0001
Resource
Cost Acct/Category
Driving
Curve
COST0001
Units
Cost
Total Units
Total Cost
Units per day 0.00
Res Lag/Duration 0
% Complete/Expended 0.0 90.0 0.0 90.0
Budgeted amount 0.00 23500.00 0.00 23500.00
Planned value 0.00 0.00 0.00 0.00
Earned value 0.00 0.00 0.00 0.00
Actual to date 0.00 21150.00 0.00 21150.00
To complete 0.00 2350.00 0.00 2350.00
At completion 0.00 23500.00 0.00 23500.00
Variance 0.00 0.00 0.00 0.00
WBS
Help
Next
<<Less
TF: 3
FF: 0
RD 1 Type Task
LF 16APR01
SCI 0004 CH S ADMIN
Ham Wrkp Resp Area Modf Bidi Pha1 Catw Fow1
Schedule Layout by Activity ID
All Activities

Comments regarding the COST TO DATE field

First make sure the resource shown in the Activity Form, Budget Summary Window is either “COST0001” or the value of the resource such as “LUMP SUM” that you have created. Next place the value for the activity’s earned value, in the “Actual to Date (ACWP)” field. While the definition of the SDEF field is in an activities earned value the “Earned Value” field in Primavera was not used. The differences in nomenclature are due to the variety of influences which impact cost control for projects. The COST TO DATE field may be filled by either copying the number in the “Earned Value” filed, generated through the use of the time-based percent complete or by entering the actual value earned. No value is required if the activity has: resource that uses unit costs. See the unit cost record for additional information.

Primavera Budget Summary Screen



Chapter 7 – Exchanging Data

Overview

The QCS program allows the contractor to exchange data electronically with the government and remote QCS Sites. There are two general periods: Initial Planning/Scheduling and Contract Progress. An overview of each follows.

QC Planning and Contract Scheduling:

1. **Government:** Design work must be complete and all data should be entered into RMS before work with the QCS module begins. Otherwise, data may be overwritten. When the design work is complete and the contract is awarded, export of the data will go to the contractor. This data can then be used as the starting point for the contractor's own planning. The Award Appropriation and Award Contract Line Items (CLINS) must be entered and exported before the contractor can complete pay activity entries.

2. **Contractor**: When entering pay activities, be sure the CLIN item numbers are exactly the same as those used by the Government. Pay particular attention to leading zeros, number of digits and justification. Data can be exported in SDEF (see note below) from other planning software and either imported into the QCS program or manually entered.

3. **Government:** Import the contractor's data. Changes made by the contractor are placed in a temporary holding area and do not overwrite any existing data in RMS until approved by the Government. Generally, additions do not require Government approval with the exception of pay activities that must be approved or disapproved. All Changes can be approved in one step or optionally each change can be approved or disapproved separately.

4. Export the data to the contractor. The approvals and disapprovals as well as changes made by the Government will be included in the export.

5. Repeat steps 2 and 3 until the contractor planning work is complete. Once the planning and scheduling are complete and the actual work has begun, the data entry switches to the ongoing work of the construction.

Contract Progress: Daily QC Reports, Payments & Transmittal Log

1. **Contractor:** Import QA Daily Update data regularly from the government. Enter any data for the daily report, payments or transmittals. Check for items returned by the government, e.g. QC requirements that have been reissued. Export the data to the government; include in the export only those items that have been changed. A printed, signed Daily QC Report must also be provided to the Government and is the official legal document. In addition, if the Master QCS site has delegated certain areas of QCS to be managed by other remote QCS sites, it is important that the Master QCS receive regular updates, either from the remote QCS sites or from the Government.

2. **Government:** Import and review the QC Daily Report, pay requests, and transmittals from the contractor. Enter the government's daily report, modifications and payments processed, submittals approved, etc.

3. Export the data to the contractor.

4. Repeat steps 1 and 2 on a regular basis for the life of the project. Data exchanges are done according to the needs of the contract, but the more frequent the exchanges, the more current the data will be. Some projects have daily or even twice daily exchanges.

General Guidelines

A. If the government makes changes to the contractor's data, they will overwrite the contractor's data unless the contractor has also made changes to the same data.

B. If the contractor is using planning software other than, or in addition to, the QC module, any government changes must be manually entered into that system so that it stays current.

Steps to Importing or Exporting

These are the basic steps for importing and exporting data in QCS. Import and export screens are shown along with a list of the possible import/export choices.

1. You must be at a **Contract Menu** in order to have access to the **Import/Export** button.

2. From a **Contract Menu**, push the **Import/Export** button.

3. Upon selecting **RMS**, you can either import or export data from/to the Government.

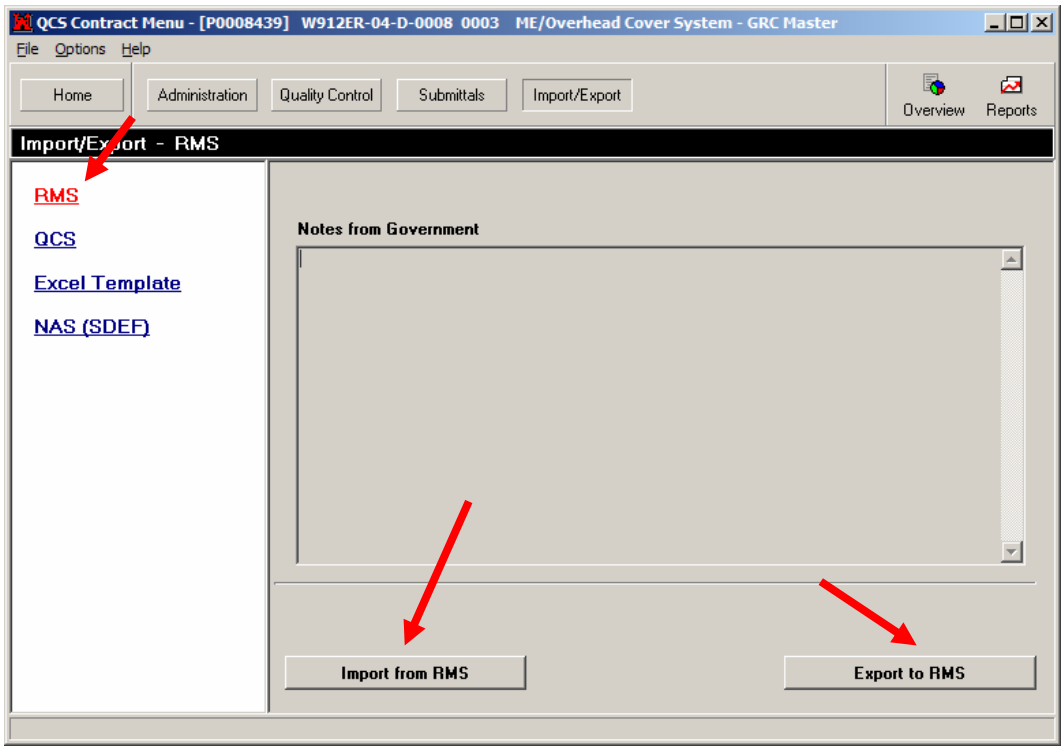
4. Upon selecting **QCS**, you can import/export to any remote QCS Sites that have been identified. You will also be able to view any QCS Sites from this screen.

5. When you select **Excel Template**, you import Submittals from a special Excel template. The template can be downloaded from the RMS/QCS website.

6. Upon selecting **NAS (SDEF)**, the only choice is to import from the scheduling system.

RMS Import/Export Screen

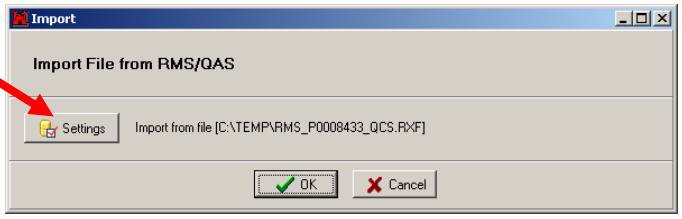
From **RMS**, you can import from or export to the Government.



Import RMS/QAS Data from Government - File

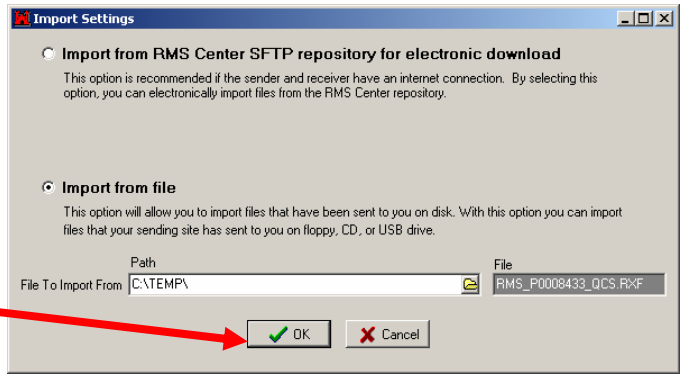
Push the **Import from RMS** button to begin. You are then presented with a window to identify the file you wish to import. You will notice the **Settings** button on the left; this will determine where you get the file to import. It will come from either a file provided to you by the Government (i.e., via email, disk, etc), or you can import the file from the RMS SFTP site (which is the preferred method).

Push the **Settings** button to view the choices.

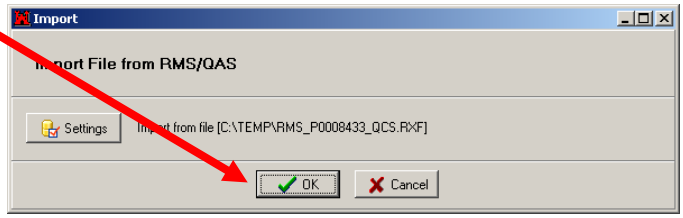


Use the lookup (ellipses) to locate the file with the Windows Explorer.

The RMS program is designed to name the export file with a prefix of “RMS_”, followed by the contract ID number, and the suffix “QCX”.


Import Settings
Import from RMS Center SFTP repository for electronic download
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically import files from the RMS Center repository.
Import from file
This option will allow you to import files that have been sent to you on disk. With this option you can import files that your sending site has sent to you on floppy, CD, or USB drive.
Path
File
File To Import From
C:\TEMP\
RMS_P0008433_QCS.RXF
OK
Cancel

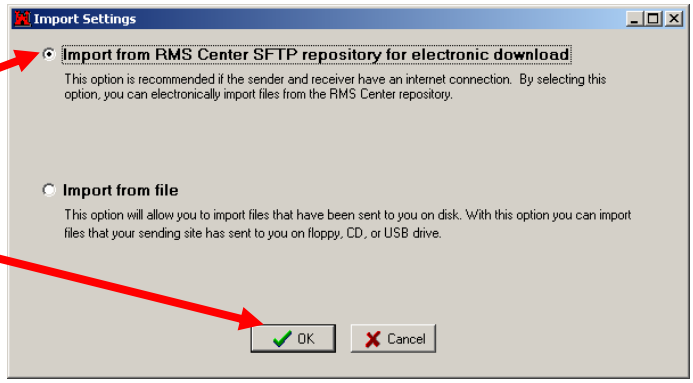
Press **OK** to begin the import (twice).

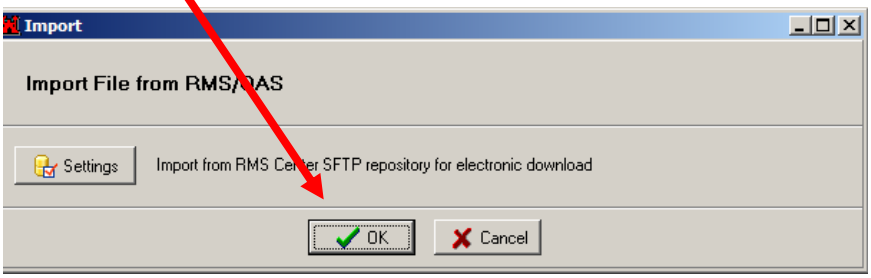


The files will then be imported into QCS.

Import RMS Data from Government – SFTP

This procedure is the same as above, except you choose **Import from RMS Center SFTP repository for electronic download**. Then press **OK** (twice) to accomplish the import.

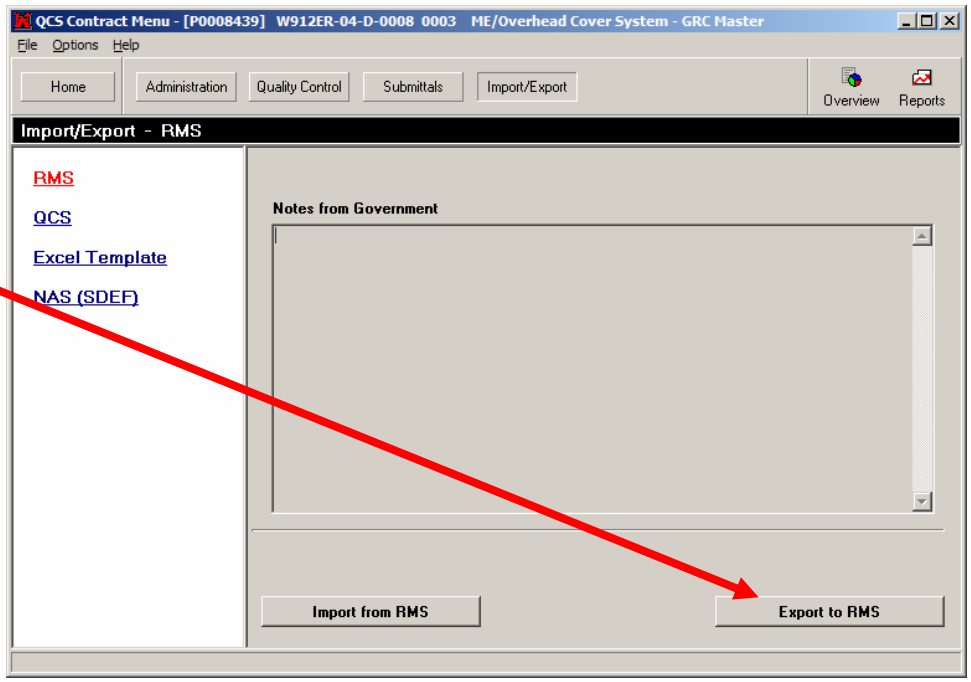

Import Settings
Import from RMS Center SFTP repository for electronic download
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically import files from the RMS Center repository.
Import from file
This option will allow you to import files that have been sent to you on disk. With this option you can import files that your sending site has sent to you on floppy, CD, or USB drive.
OK
Cancel



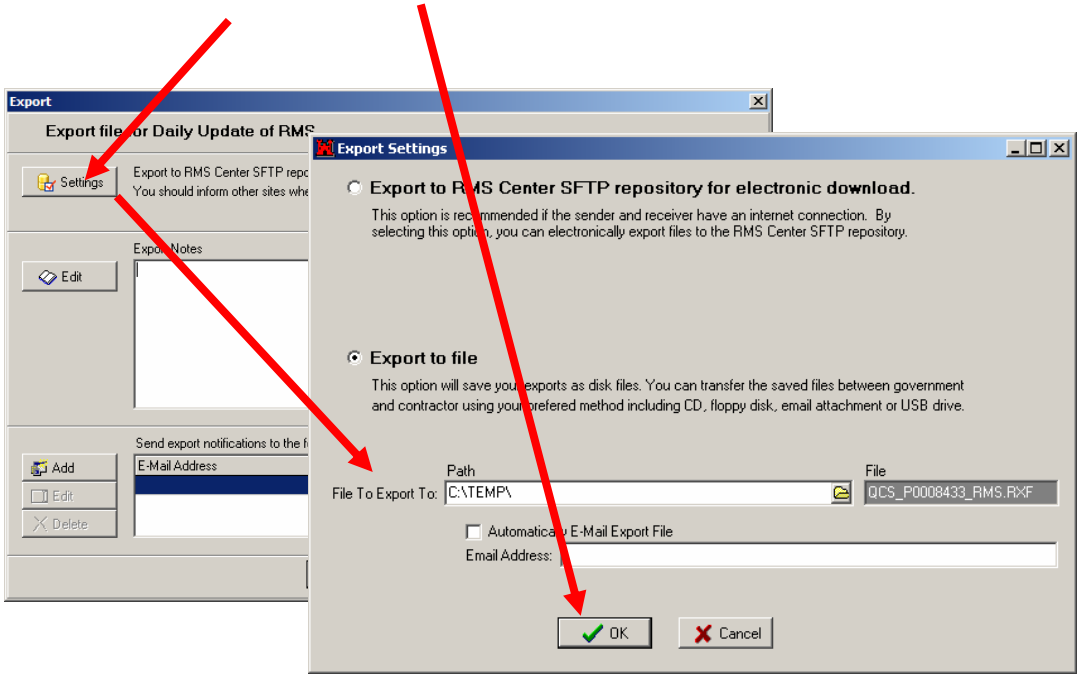
Export QCS Data to the Government – File

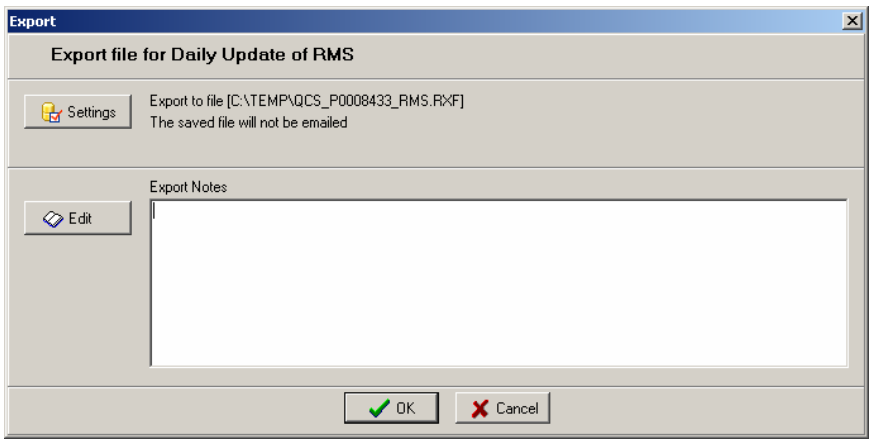
The procedure used to Export QCS data to the Government is similar to that of the previous Import process.

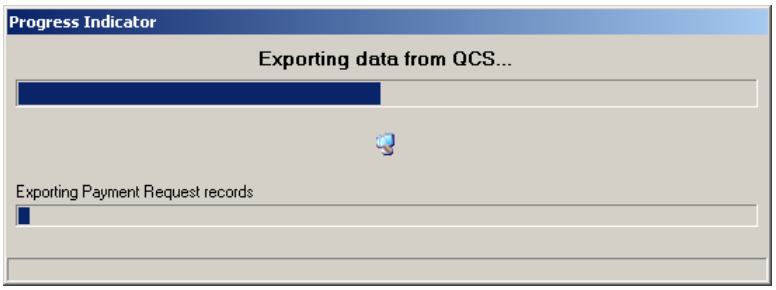
From the **Import / Export** screen, push the **Export to RMS** button.



As before, push the **Settings** button to choose the method of export. The QCS program is designed to name the export ZIP file with a prefix of "QCS_", followed by the contract ID number, and then the suffix RMS, as seen below. Choose **Export to File** and indicate the name and location of the file to export. Press **OK**.


Export
Settings
Edit
Add
Edit
Delete
E-Mail Address
Export Settings
Export to RMS Center SFTP repository for electronic download.
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically export files to the RMS Center SFTP repository.
Export to file
This option will save your exports as disk files. You can transfer the saved files between government and contractor using your prefered method including CD, floppy disk, email attachment or USB drive.
Path
File
File To Export To:
C:\TEMP\
QCS_P0008433_RMS.RXF
Email Address:
OK
Cancel

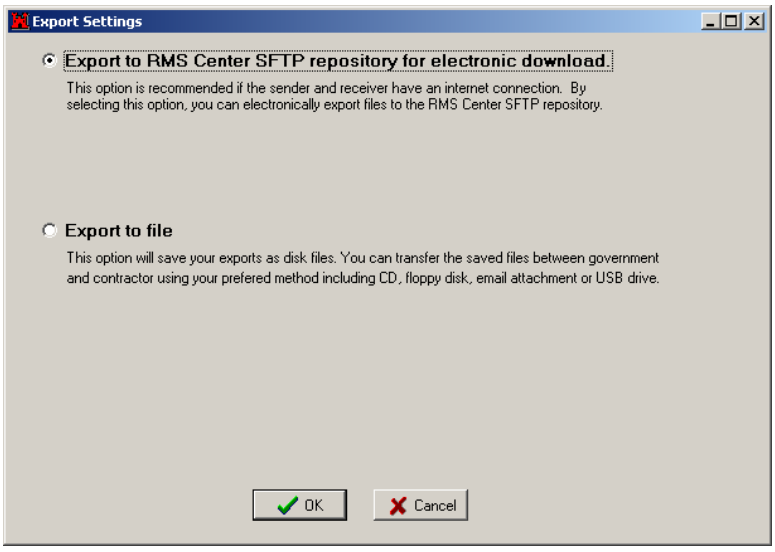


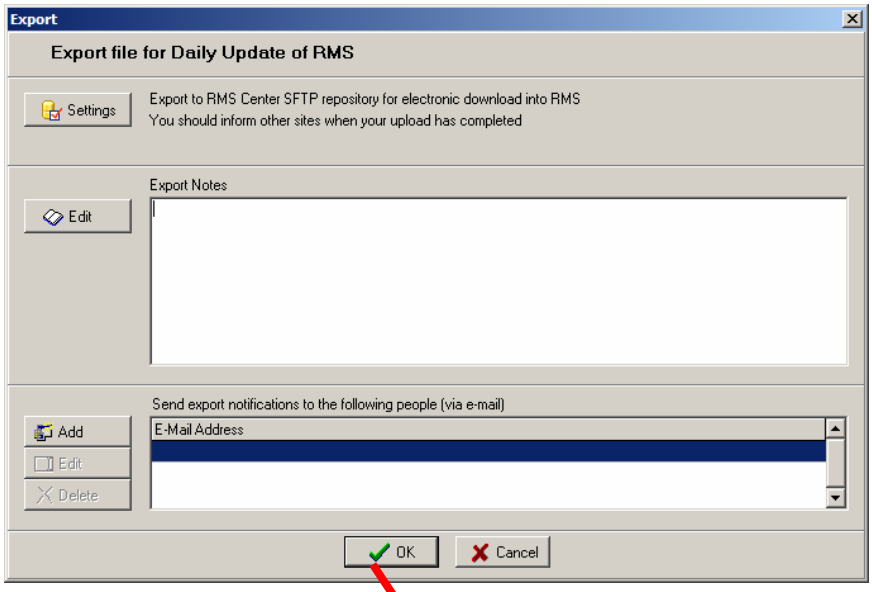


QCS will export the file to the designated location. You will then email, or otherwise provide the file to the Government so they can import it into RMS or QAS.

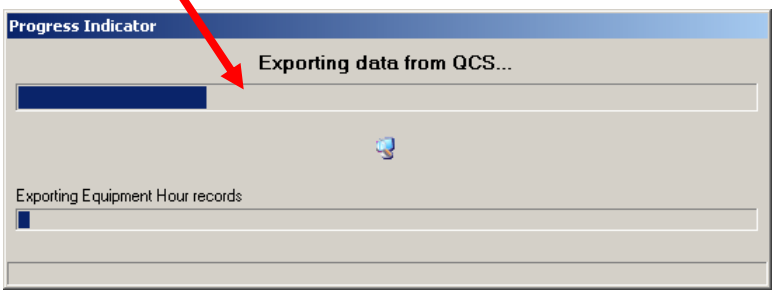
Export QCS Data to the Government – SFTP

The preferred method of export is to make use of the RMS Center SFTP repository site as above. From the **Settings** button, you simply check **Export to RMS Center SFTP repository for electronic download into QCS** and press the **OK** button.


Export Settings
Export to RMS Center SFTP repository for electronic download.
This option is recommended if the sender and receiver have an internet connection. By selecting this option, you can electronically export files to the RMS Center SFTP repository.
Export to file
This option will save your exports as disk files. You can transfer the saved files between government and contractor using your prefered method including CD, floppy disk, email attachment or USB drive.
OK
Cancel



QCS will then export the data to the SFTP Repository.

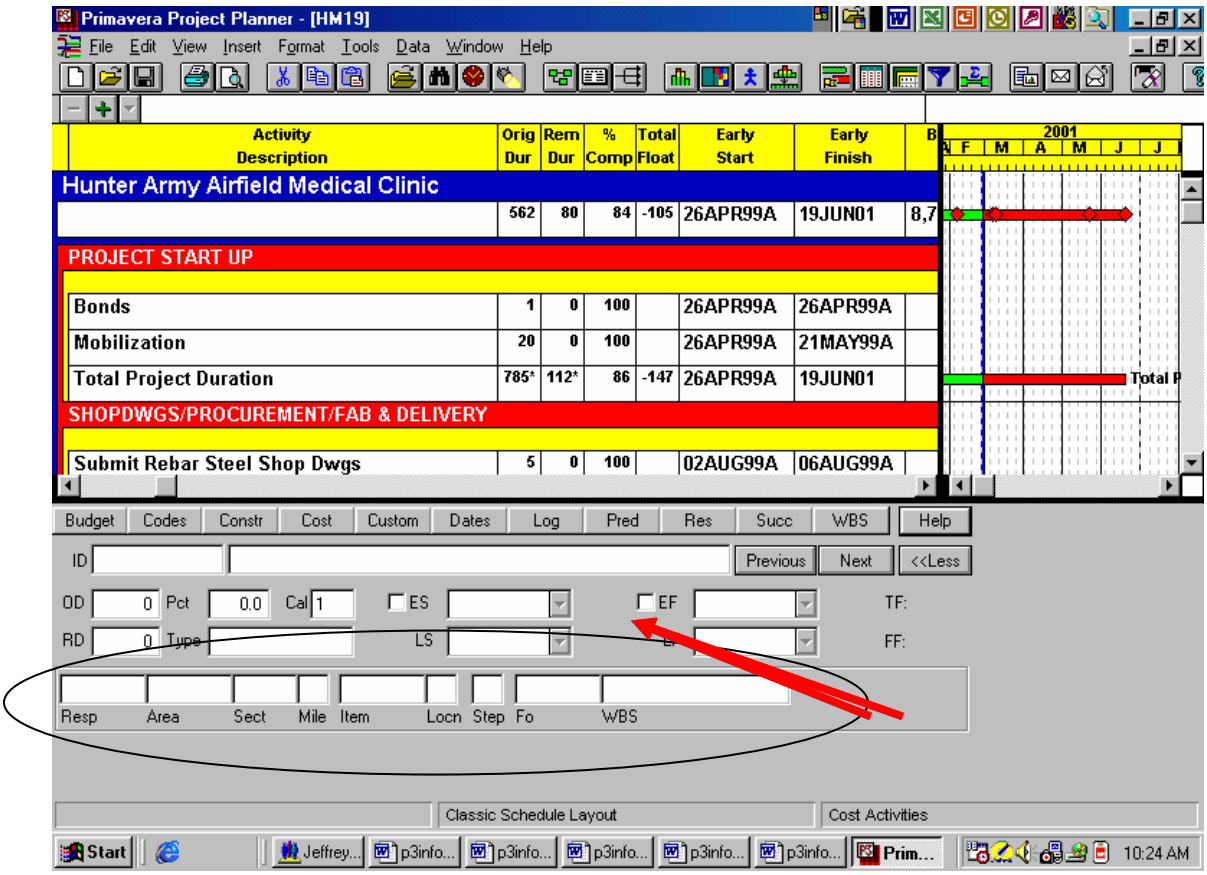


A walk through Primavera Screens

SPEED BUMP AHEAD

NOTE: Primavera is currently the only commercial vendor that is supporting the SDEF in their Windows product. The current version is P3, as reflected on the following screens. There have been numerous attempts, and unsuccessful as far as we know, to write script files for such alternate programs like SureTrak, MS Project, and others.

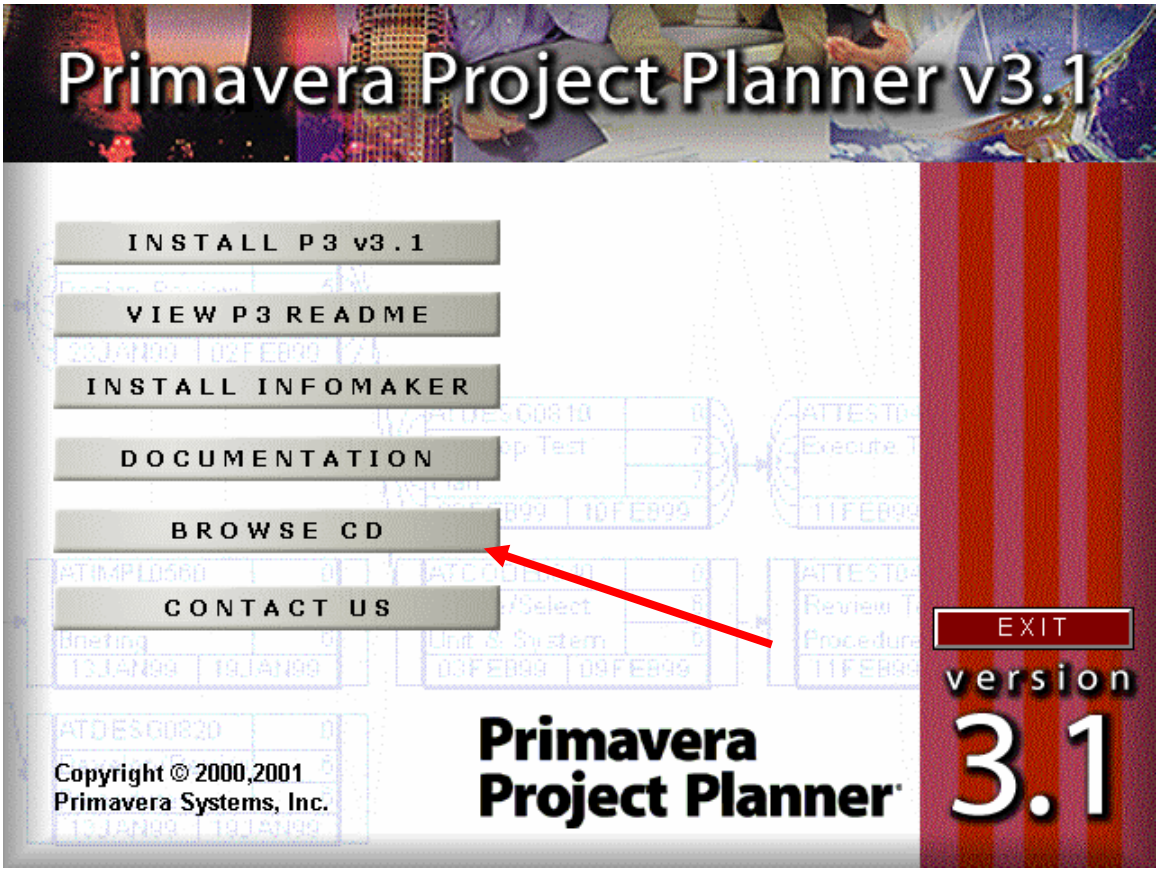
Typical Activity Code Structure


Primavera Project Planner - [HM19]
File Edit View Insert Format Tools Data Window Help
Activity Description
Orig Dur
Rem Dur
% Comp
Total Float
Early Start
Early Finish
2001
Hunter Army Airfield Medical Clinic
562 80 84 -105 26APR99A 19JUN01
PROJECT START UP
Bonds 1 0 100 26APR99A 26APR99A
Mobilization 20 0 100 26APR99A 21MAY99A
Total Project Duration 785* 112* 86 -147 26APR99A 19JUN01
SHOPDWGS/PROCUREMENT/FAB & DELIVERY
Submit Rebar Steel Shop Dwgs 5 0 100 02AUG99A 06AUG99A
Budget Codes Constr Cost Custom Dates Log Pred Res Succ WBS Help
ID
Previous Next <<Less
OD 0 Pct 0.0 Cal 1 ES EF TF:
RD 0 Type LS FF:
Resp Area Sect Mile Item Locn Step Fo WBS
Classic Schedule Layout
Cost Activities
Start
10:24 AM

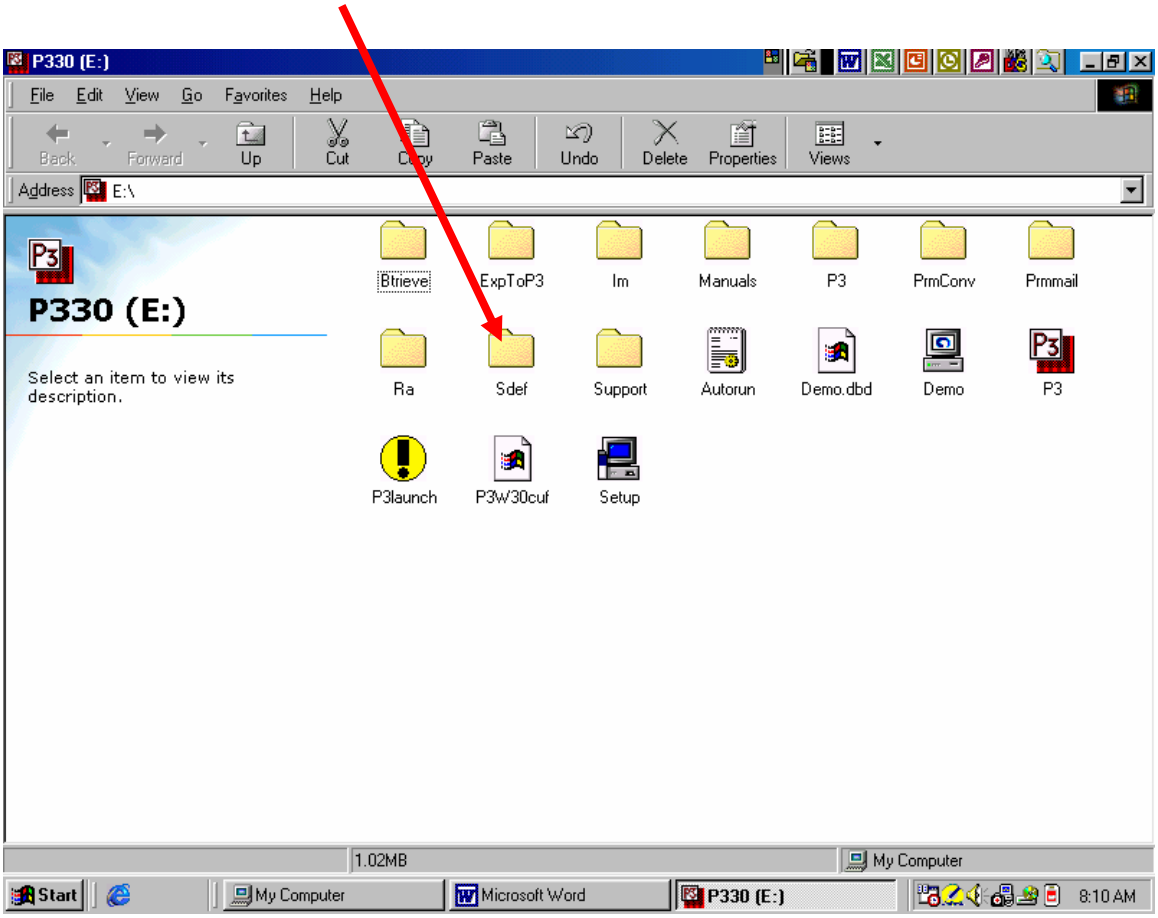
This is a typical activity code structure. This does not conform to SDEF and cannot be imported into QMS. The activity code structure must be changed.

Installing the SDEF Utility:

Insert the P3 CD and go to **BROWSE CD**.

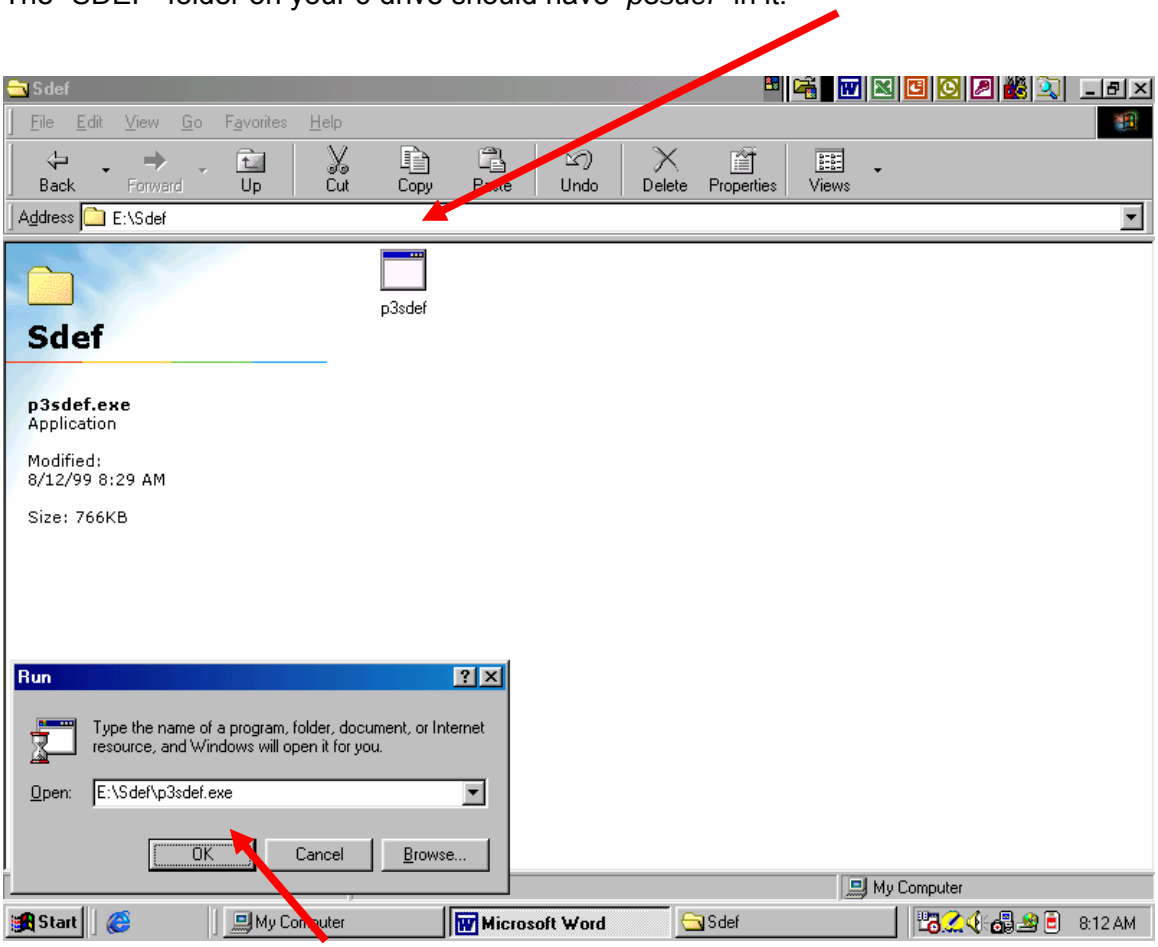


Copy the “SDEF” folder to your computer C-drive



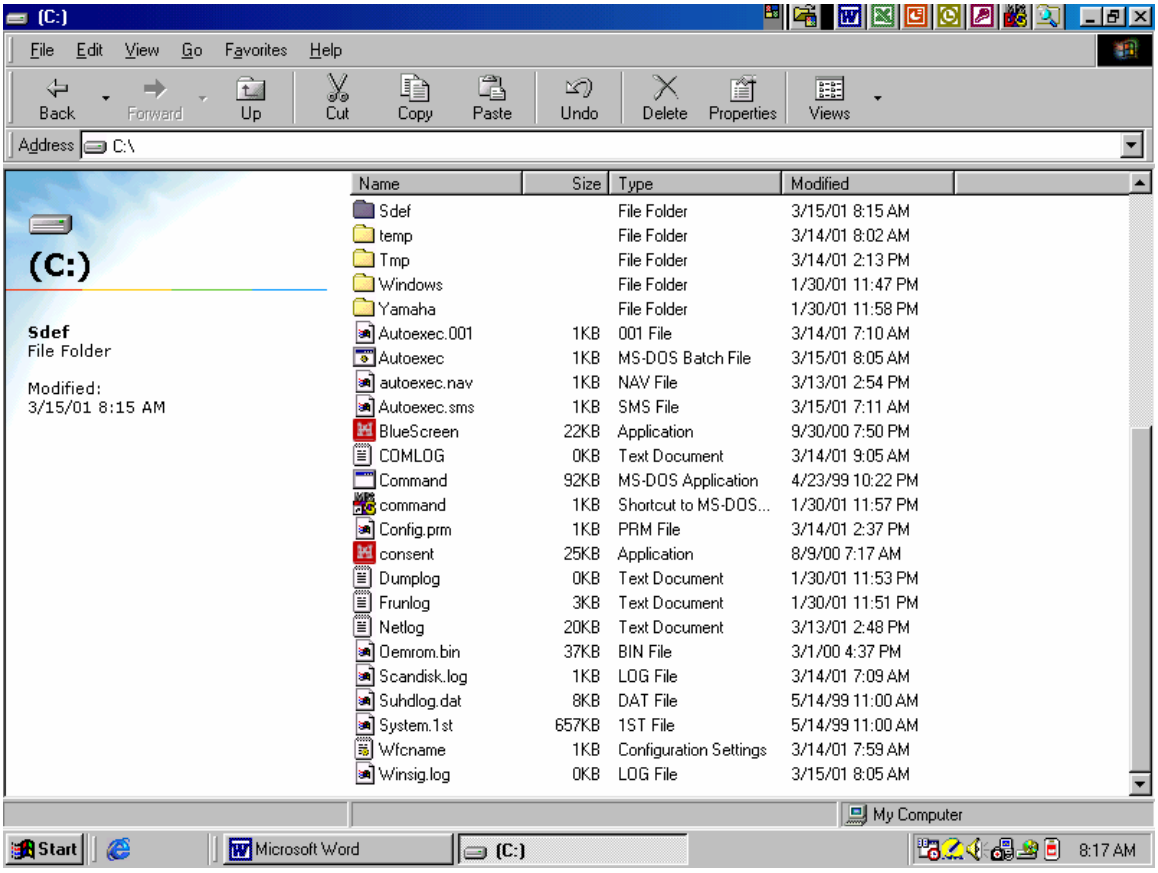
Extract “p3sdef” to your C-drive

The “SDEF” folder on your c-drive should have “*p3sdef*” in it.



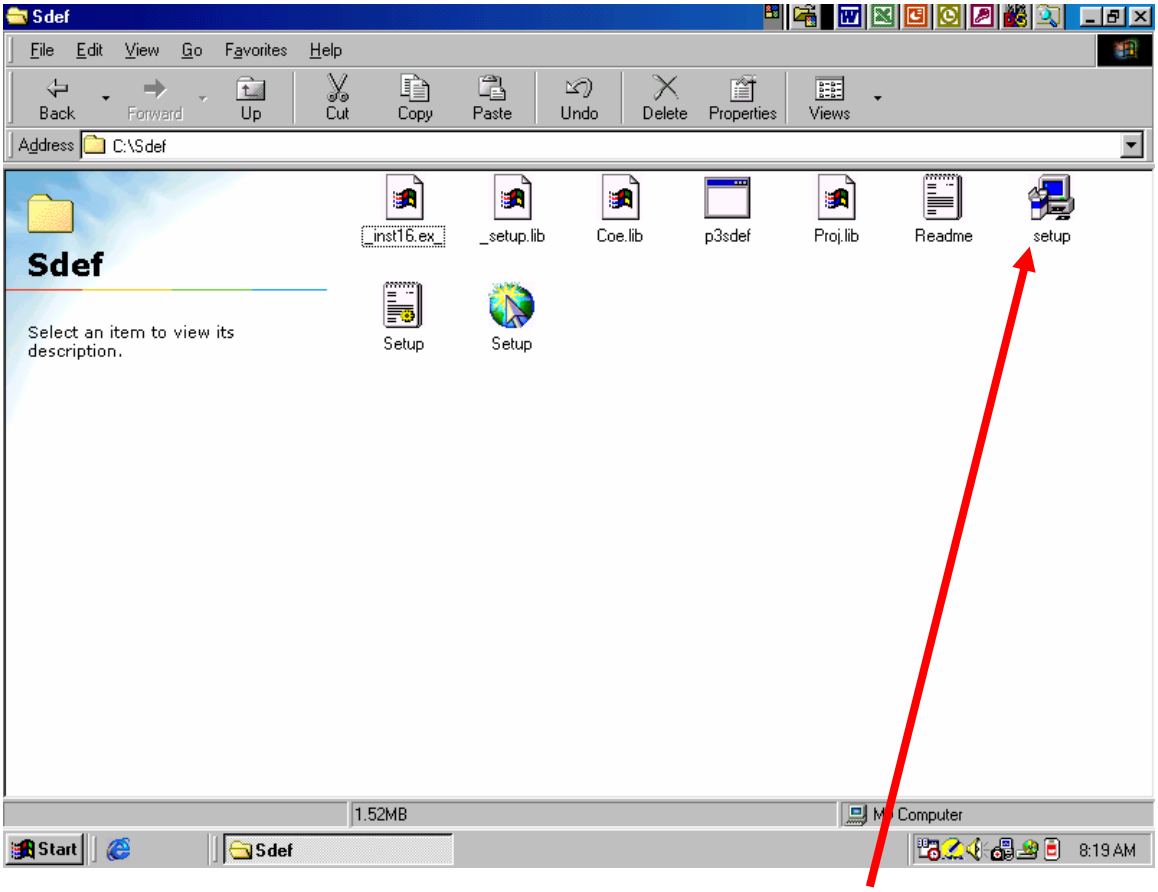
From your computer Desktop, select the **START** and then **RUN** to run p3sdef. It will extract to your C-drive.

EXPLORE the SDEF folder


(C:)
File Edit View Go Favorites Help
Back Forward Up Cut Copy Paste Undo Delete Properties Views
Address C:\
(C:)
Sdef
File Folder
Modified:
3/15/01 8:15 AM
Name Size Type Modified
Sdef File Folder 3/15/01 8:15 AM
temp File Folder 3/14/01 8:02 AM
Tmp File Folder 3/14/01 2:13 PM
Windows File Folder 1/30/01 11:47 PM
Yamaha File Folder 1/30/01 11:58 PM
Autoexec.001 1KB 001 File 3/14/01 7:10 AM
Autoexec 1KB MS-DOS Batch File 3/15/01 8:05 AM
autoexec.nav 1KB NAV File 3/13/01 2:54 PM
Autoexec.sms 1KB SMS File 3/15/01 7:11 AM
BlueScreen 22KB Application 9/30/00 7:50 PM
COMLOG 0KB Text Document 3/14/01 9:05 AM
Command 92KB MS-DOS Application 4/23/99 10:22 PM
command 1KB Shortcut to MS-DOS... 1/30/01 11:57 PM
Config.prm 1KB PRM File 3/14/01 2:37 PM
consent 25KB Application 8/9/00 7:17 AM
Dumplog 0KB Text Document 1/30/01 11:53 PM
Frunlog 3KB Text Document 1/30/01 11:51 PM
Netlog 20KB Text Document 3/13/01 2:48 PM
Oemrom.bin 37KB BIN File 3/1/00 4:37 PM
Scandisk.log 1KB LOG File 3/14/01 7:09 AM
Suhdlog.dat 8KB DAT File 5/14/99 11:00 AM
System.1st 657KB 1ST File 5/14/99 11:00 AM
Wfcname 1KB Configuration Settings 3/14/01 7:59 AM
Winsig.log 0KB LOG File 3/15/01 8:05 AM
My Computer
Start
Microsoft Word
(C:)
8:17 AM

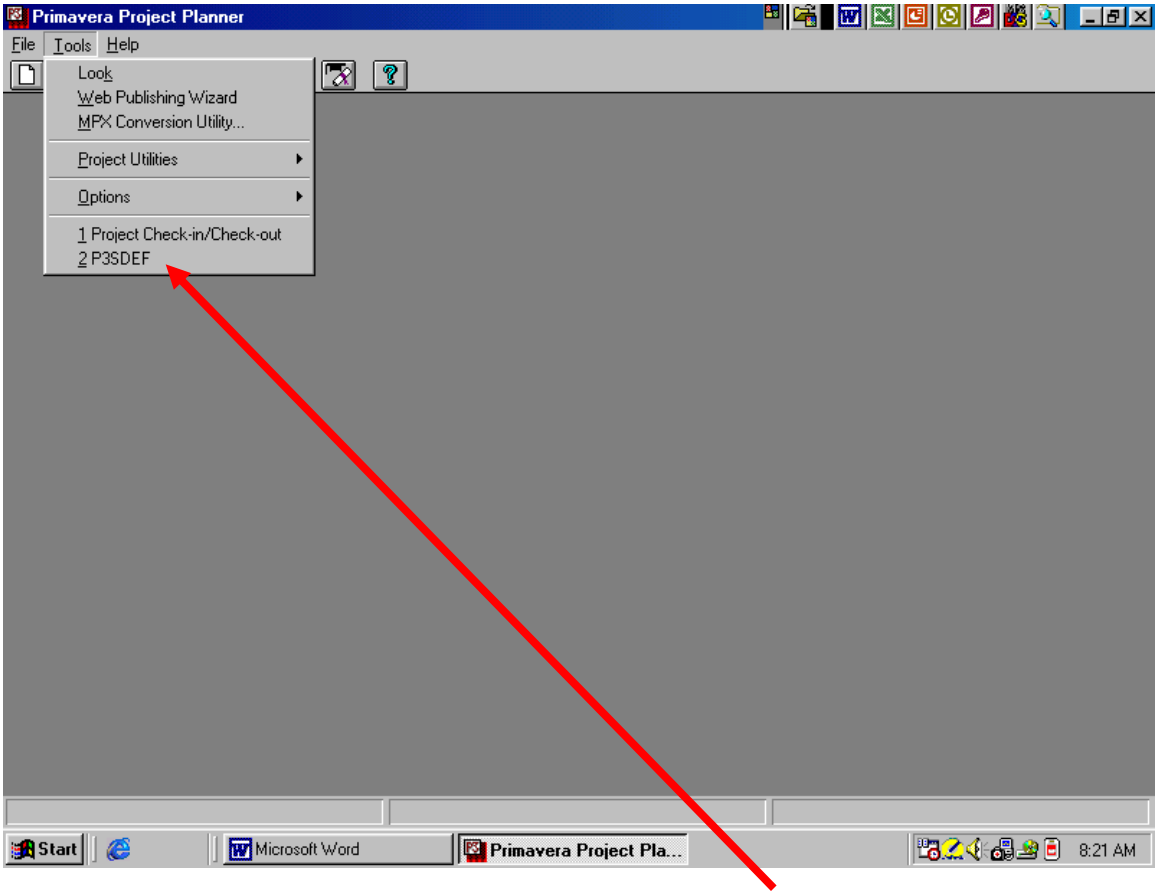
From your Desktop, use your mouse and right-click on the Computer icon to Explore (browse) your C-drive and open the **SDEF** folder by double-clicking on it.

Run the SDEF "Setup.exe" File



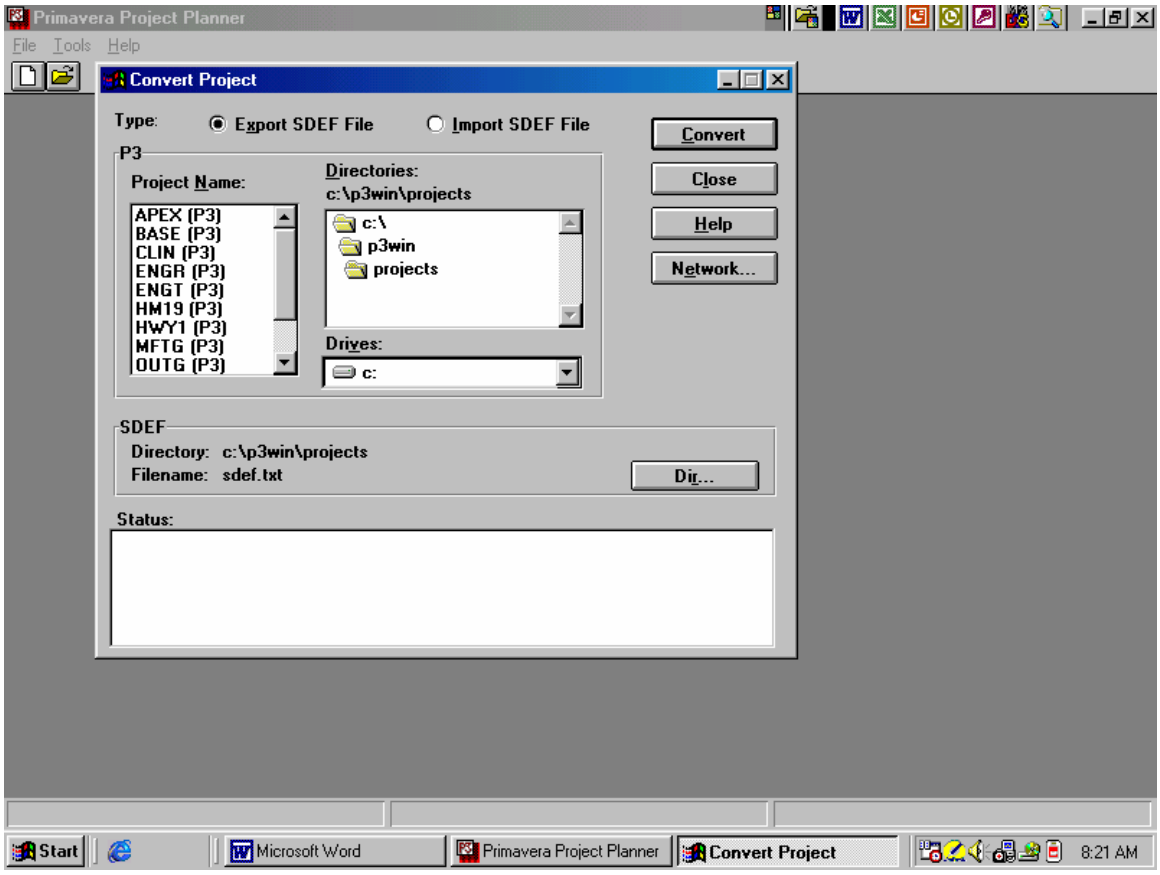
The **SDEF** folder should now have these files in it. Run this "setup.exe" file.

Open Primavera



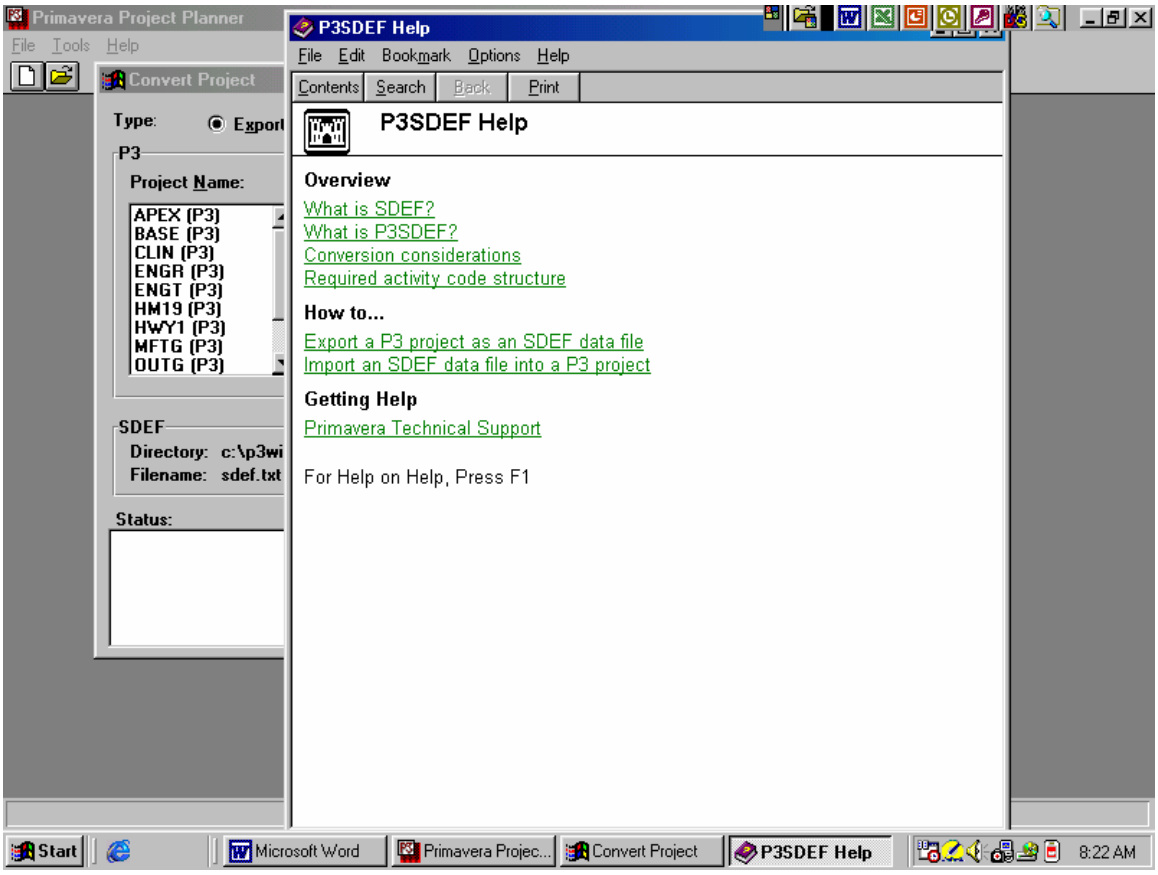
Start Primavera. Your **TOOLS** dropdown menu should now have **P3SDEF** indicate on it. Mouse-click on **P3SDEF.**

Primavera “Convert Project” Screen



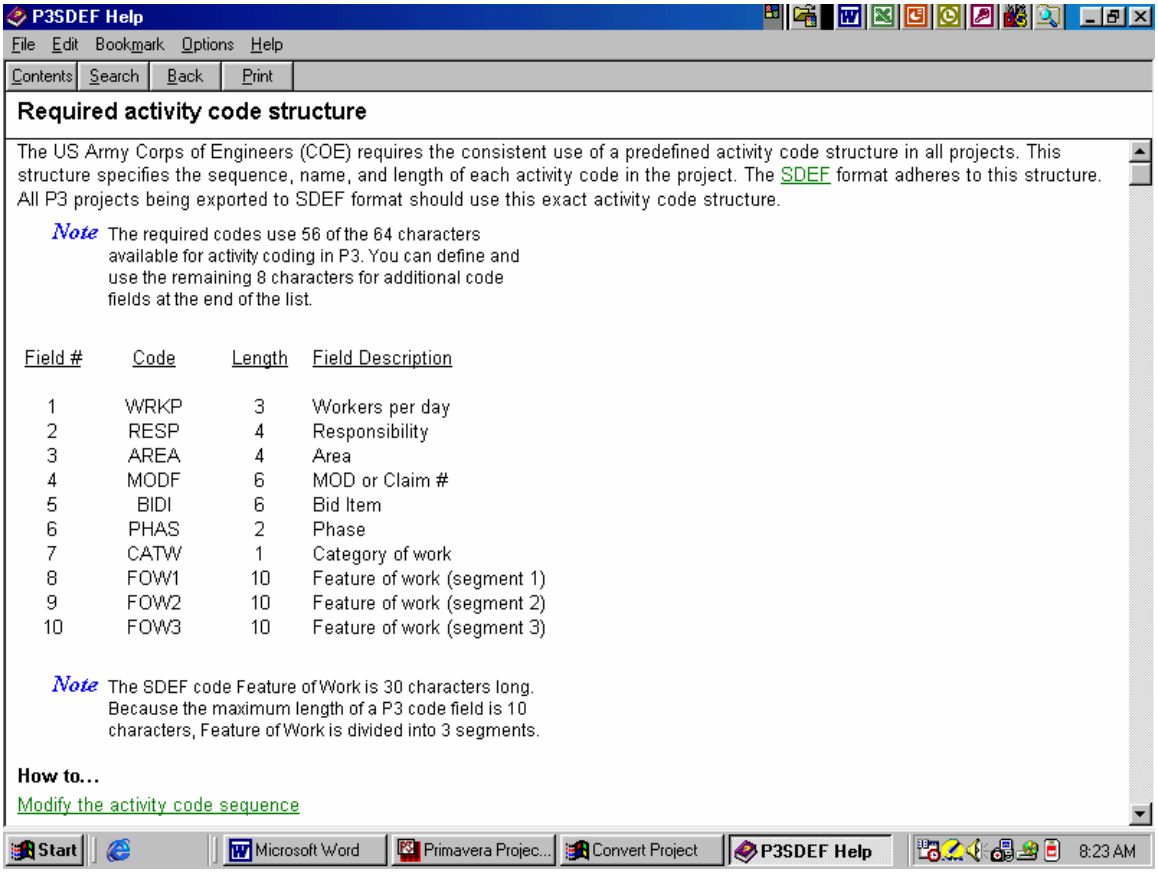
SDEF Convert Project screen

P3SDEF Help Screen



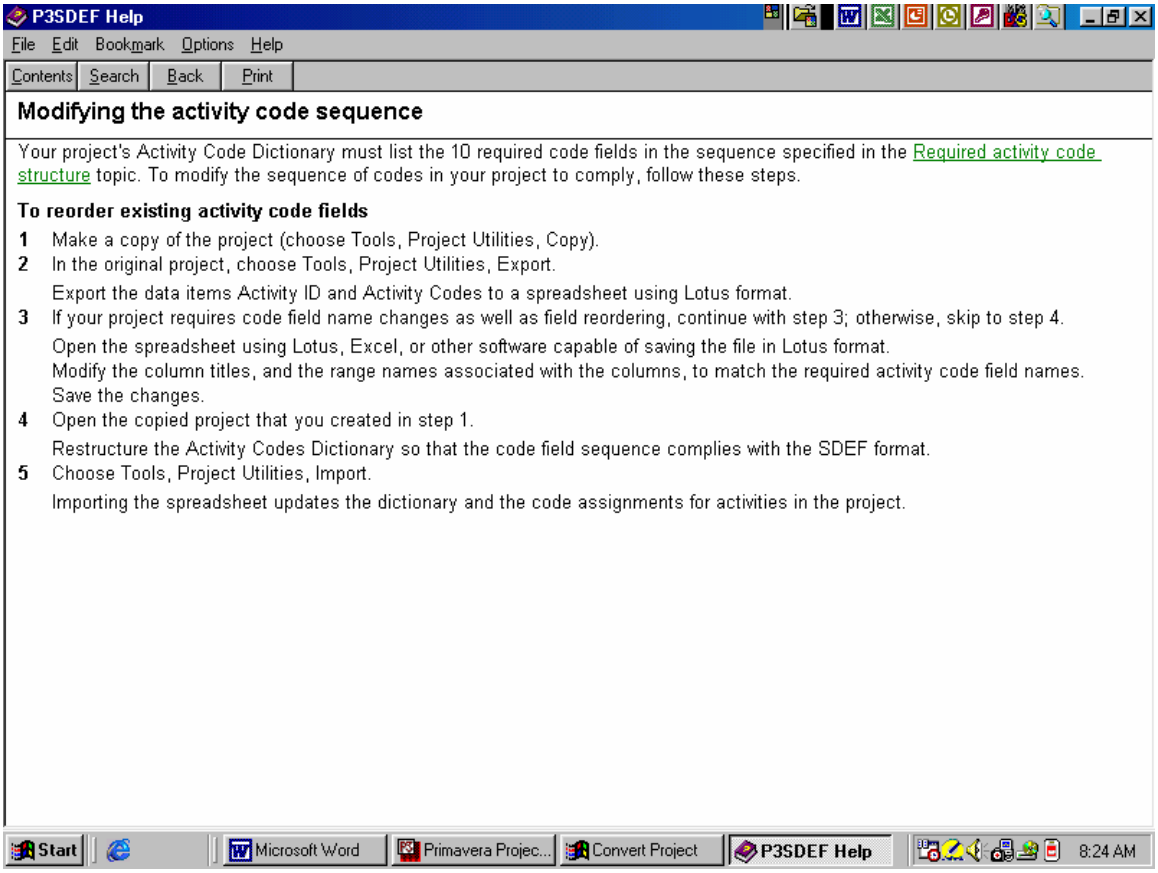
Choose the help button to get additional information.

Primavera Activity Code Structure


P3SDEF Help
File Edit Bookmark Options Help
Contents Search Back Print
Required activity code structure
The US Army Corps of Engineers (COE) requires the consistent use of a predefined activity code structure in all projects. This structure specifies the sequence, name, and length of each activity code in the project. The SDEF format adheres to this structure. All P3 projects being exported to SDEF format should use this exact activity code structure.
Note The required codes use 56 of the 64 characters available for activity coding in P3. You can define and use the remaining 8 characters for additional code fields at the end of the list.
Field # Code Length Field Description
1 WRKP 3 Workers per day
2 RESP 4 Responsibility
3 AREA 4 Area
4 MODF 6 MOD or Claim #
5 BIDI 6 Bid Item
6 PHAS 2 Phase
7 CATW 1 Category of work
8 FOW1 10 Feature of work (segment 1)
9 FOW2 10 Feature of work (segment 2)
10 FOW3 10 Feature of work (segment 3)
Note The SDEF code Feature of Work is 30 characters long. Because the maximum length of a P3 code field is 10 characters, Feature of Work is divided into 3 segments.
How to...
Modify the activity code sequence
Start
Microsoft Word
Primavera Projec...
Convert Project
P3SDEF Help
8:23 AM

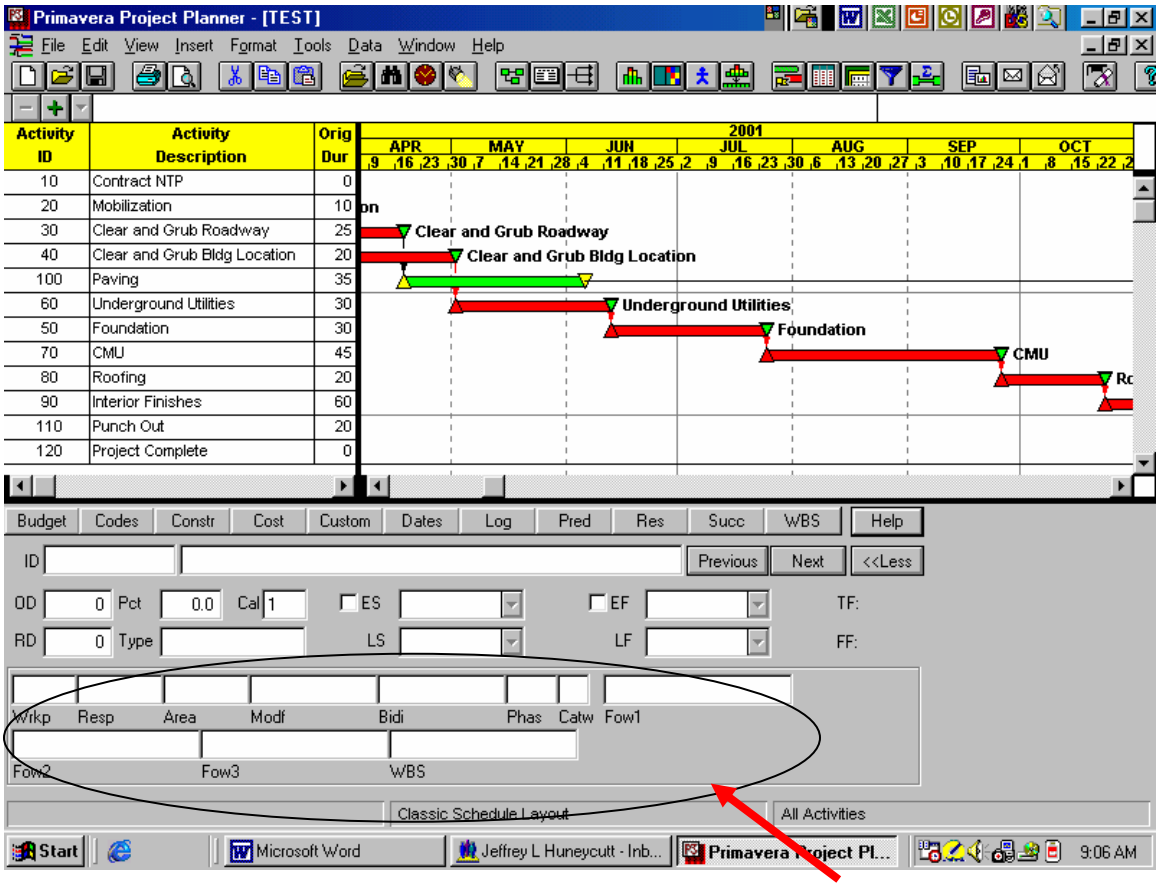
QCS and RMS require a specific activity code structure.

Reorder Primavera Activity Code Fields


P3SDEF Help
File Edit Bookmark Options Help
Contents Search Back Print
Modifying the activity code sequence
Your project's Activity Code Dictionary must list the 10 required code fields in the sequence specified in the Required activity code structure topic. To modify the sequence of codes in your project to comply, follow these steps.
To reorder existing activity code fields
1 Make a copy of the project (choose Tools, Project Utilities, Copy).
2 In the original project, choose Tools, Project Utilities, Export.
Export the data items Activity ID and Activity Codes to a spreadsheet using Lotus format.
3 If your project requires code field name changes as well as field reordering, continue with step 3; otherwise, skip to step 4.
Open the spreadsheet using Lotus, Excel, or other software capable of saving the file in Lotus format.
Modify the column titles, and the range names associated with the columns, to match the required activity code field names.
Save the changes.
4 Open the copied project that you created in step 1.
Restructure the Activity Codes Dictionary so that the code field sequence complies with the SDEF format.
5 Choose Tools, Project Utilities, Import.
Importing the spreadsheet updates the dictionary and the code assignments for activities in the project.
Start
Microsoft Word
Primavera Projec...
Convert Project
P3SDEF Help
8:24 AM

This is how you reorder activities of an existing project.

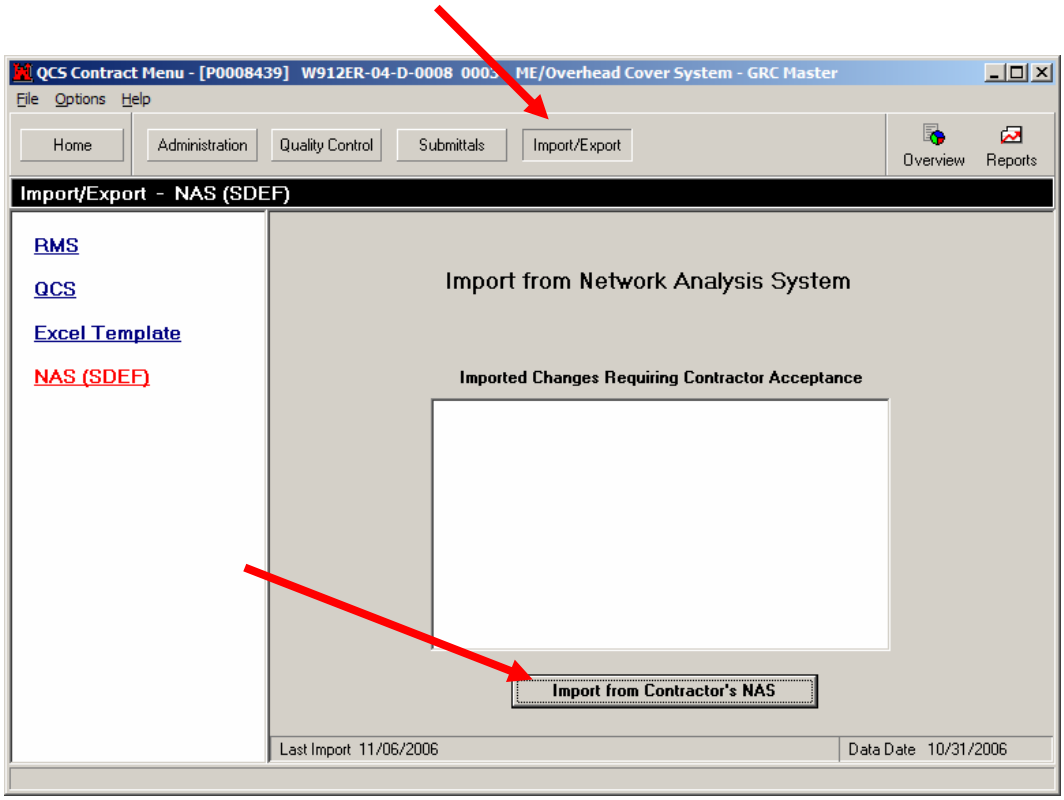
New SDEF Activity Structure



This should be the new structure you see on your project to conform to the SDEF format.

Importing the SDEF file into the QCS program

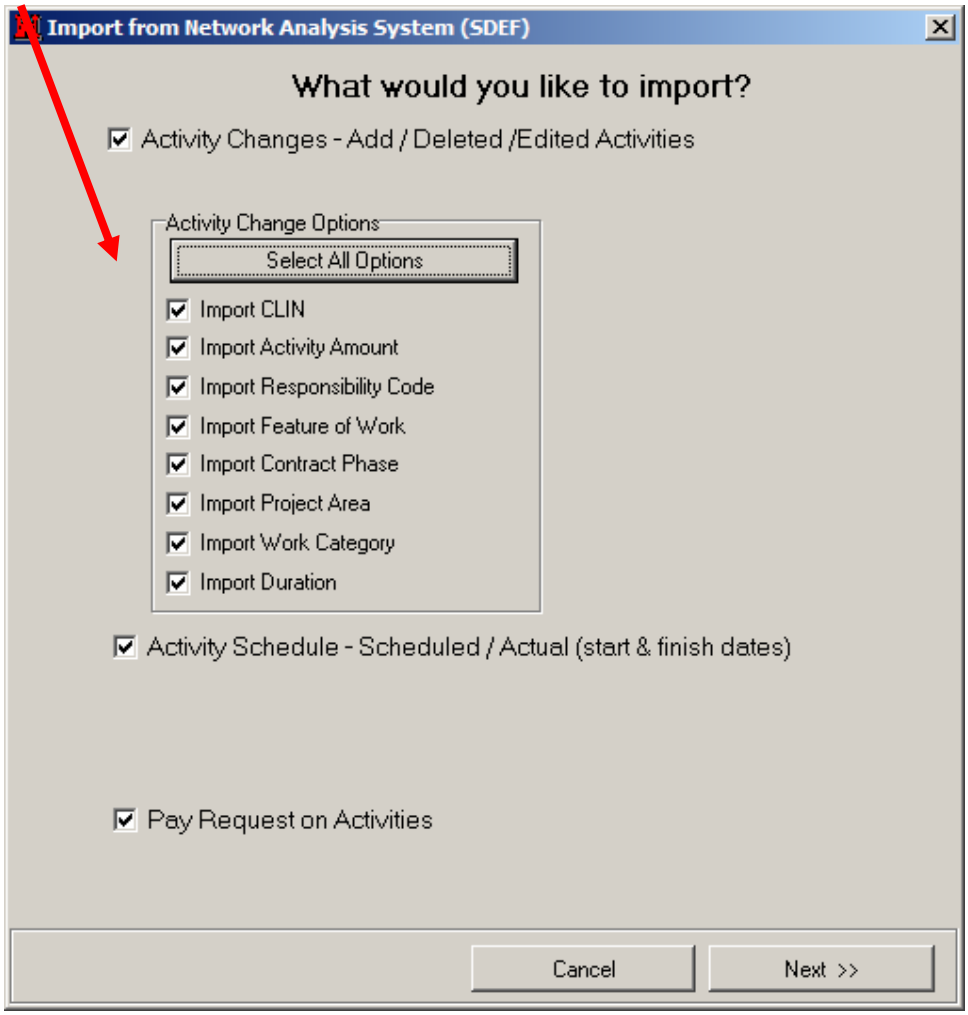
From the top menu bar, select **Import/Export** and push the **Import from Contractor's NAS** button.



Indicate what you would like to import

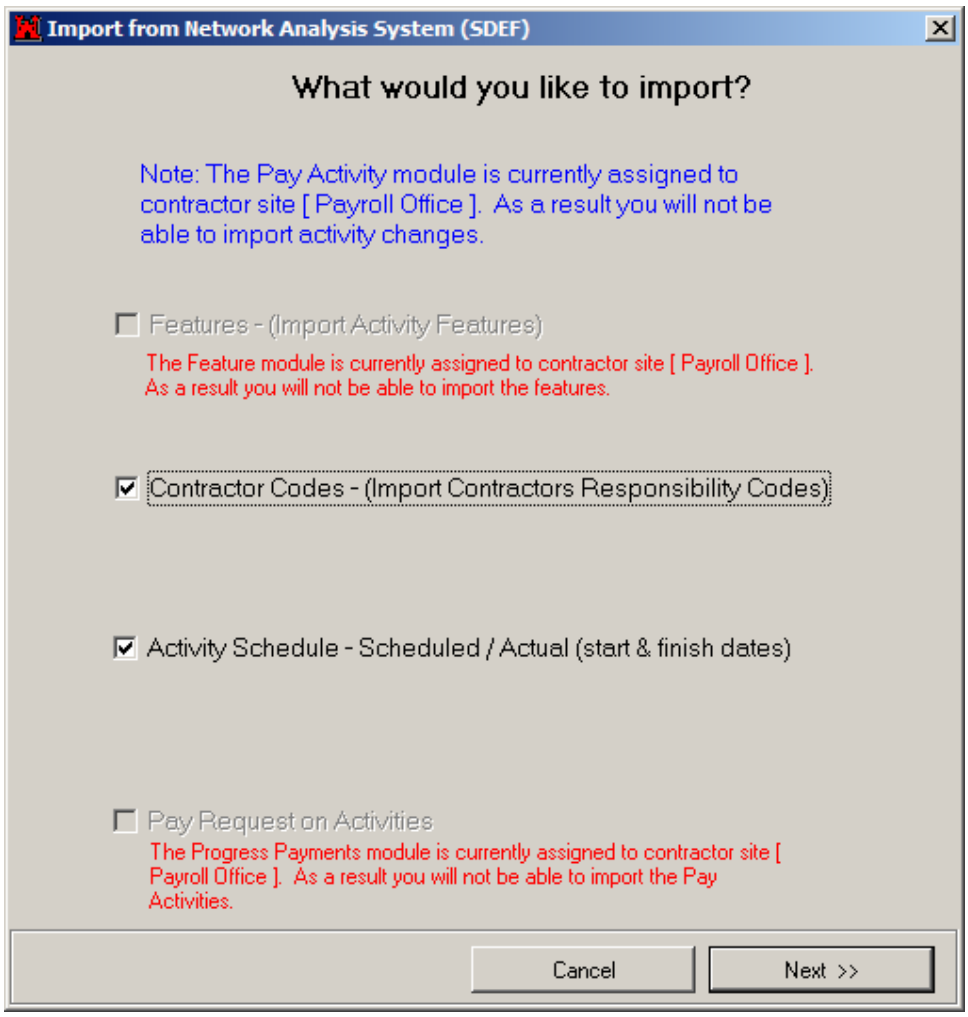
Numerous import options are available. Click (or un-click) the desired options. You may also click the **Select All Options** if you wish.

When you are importing the **SDEF** for the very first time, check the box "**Activity Changes**" and push **OK** at the bottom of the screen. On subsequent imports you would check the "**Activity Schedule**" which would update the activity schedule already existing.



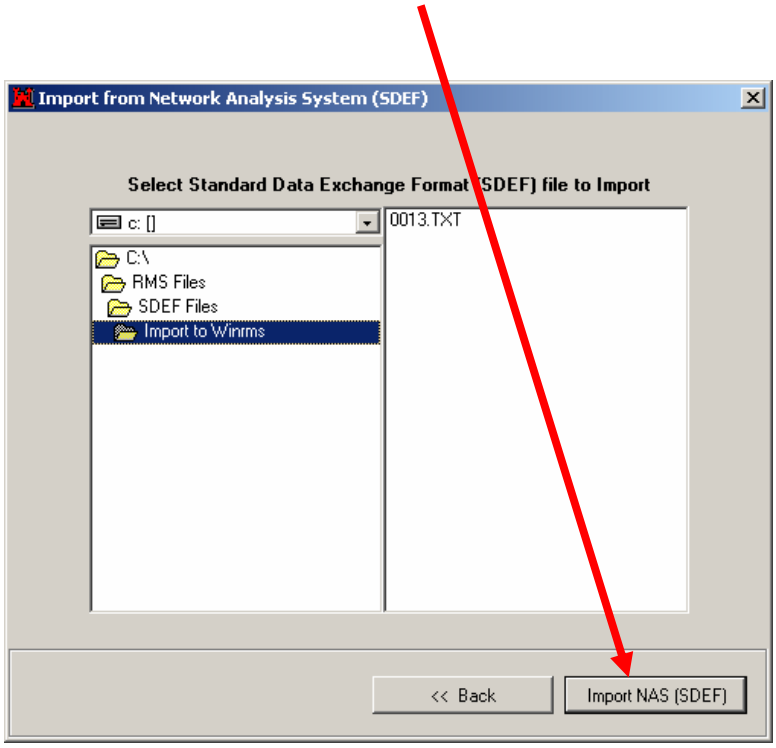
Be careful what you import from the scheduling program. For example, if you have manually loaded "Features of Work" into QCS, and have not also loaded them into P3, an import of Features of Work from P3 will erase them in QCS. (It will actually replace you manual entries in QCS with "blanks" – because that's what you asked it to do. You'll hate it when that happens!)

If you have assigned some of the QCS Modules to remote QCS sites, you will not be able to import whatever it is that they are managing. Therefore, you may see screens such as these:

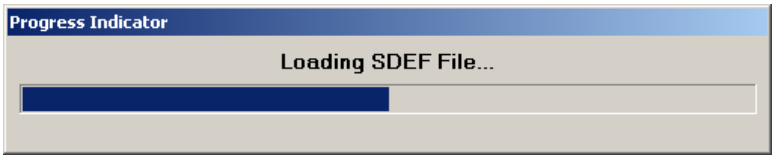

Import from Network Analysis System (SDEF)
What would you like to import?
Note: The Pay Activity module is currently assigned to contractor site [Payroll Office]. As a result you will not be able to import activity changes.
Features - (Import Activity Features)
The Feature module is currently assigned to contractor site [Payroll Office]. As a result you will not be able to import the features.
Contractor Codes - (Import Contractors Responsibility Codes)
Activity Schedule - Scheduled / Actual (start & finish dates)
Pay Request on Activities
The Progress Payments module is currently assigned to contractor site [Payroll Office]. As a result you will not be able to import the Pay Activities.
Cancel
Next >>

Locate the SDEF file

Locate and highlight the **SDEF** file generated in your scheduling program (I.e., P3) using the Windows© explorer. Press the **Import NAS (SDEF)** button.

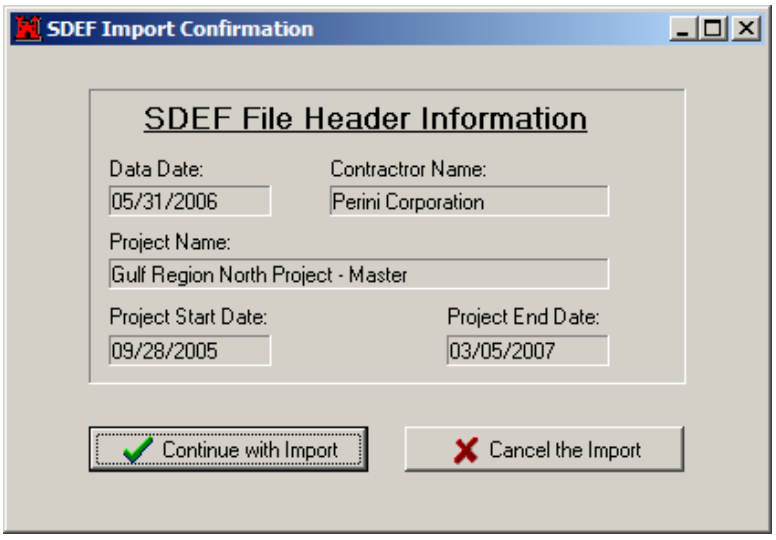


The program will load the selected **SDEF** file and provide a window wherein you confirm you have selected the desired contract to import.

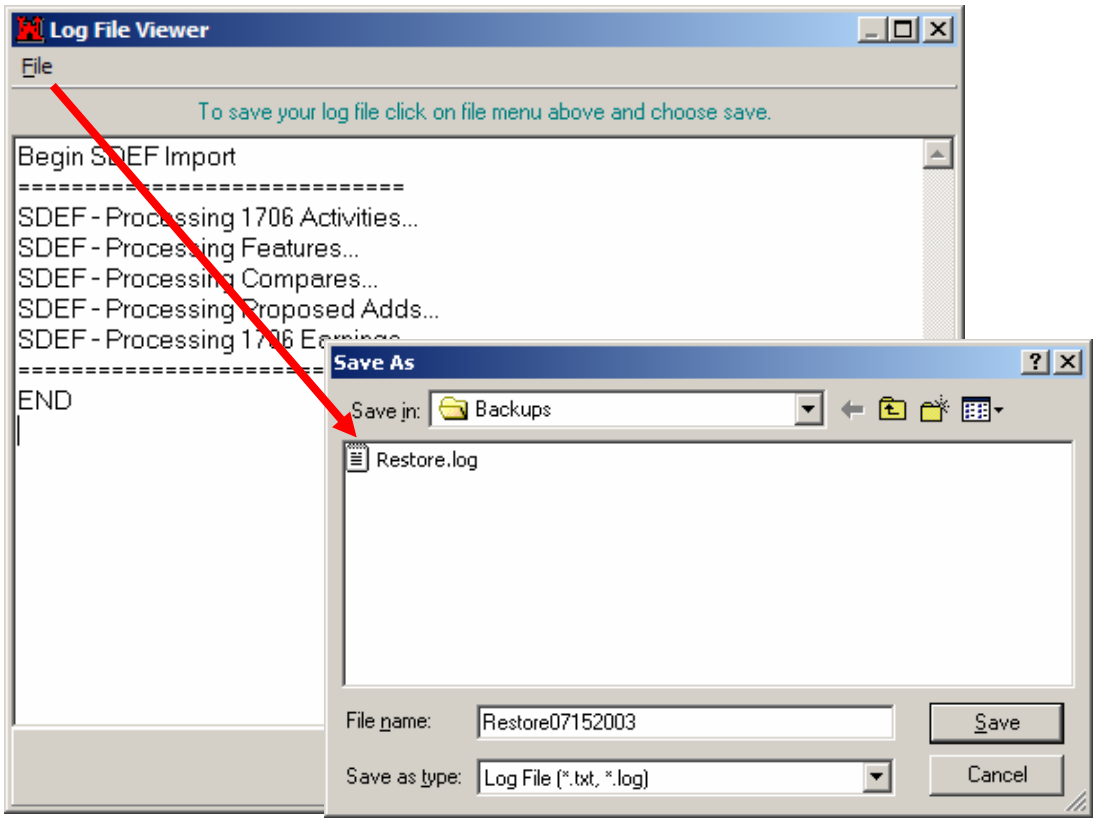


Confirm proper contract has been selected

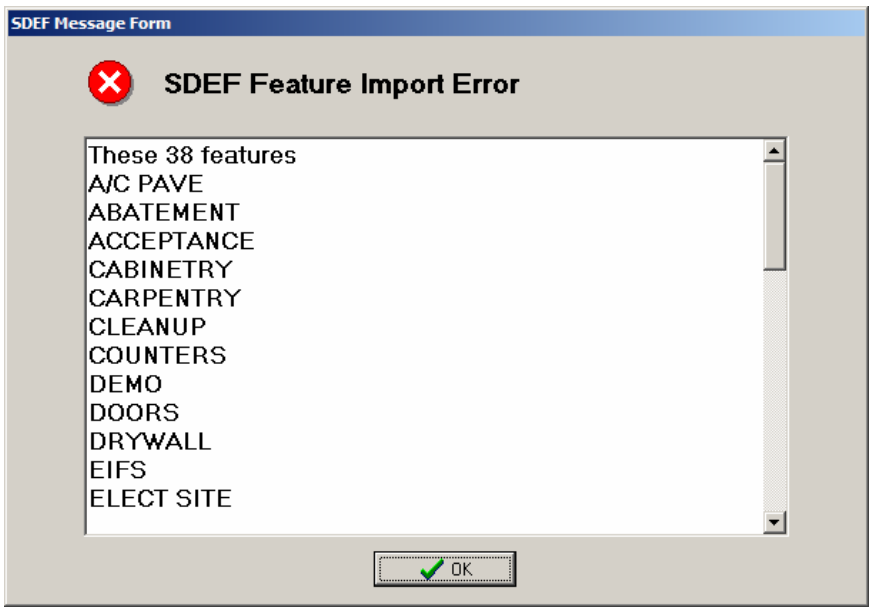
Confirm the proper contract is indicated and push the "**Continue with Import**" button. (If not correct, **Cancel the Import**.)



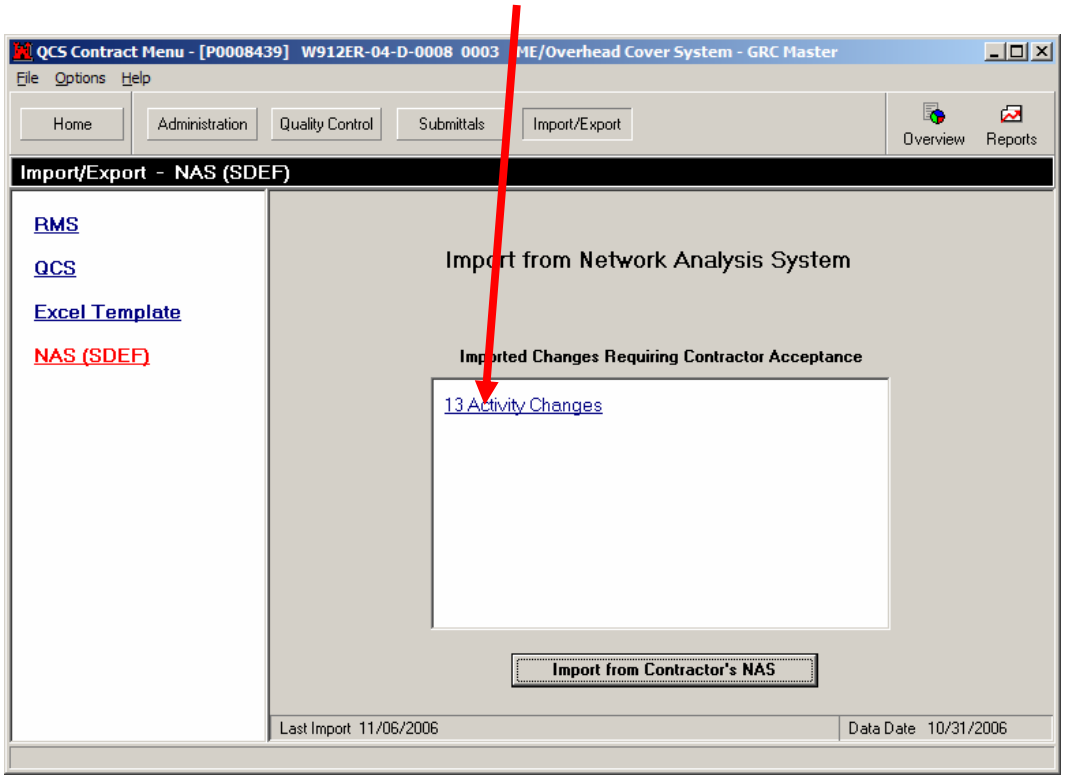
The program will create a log to reflect the steps taken with the import. You may discard the log or save it for future reference.



If there are errors encountered with the SDEF Import, warning messages will appear, such as:

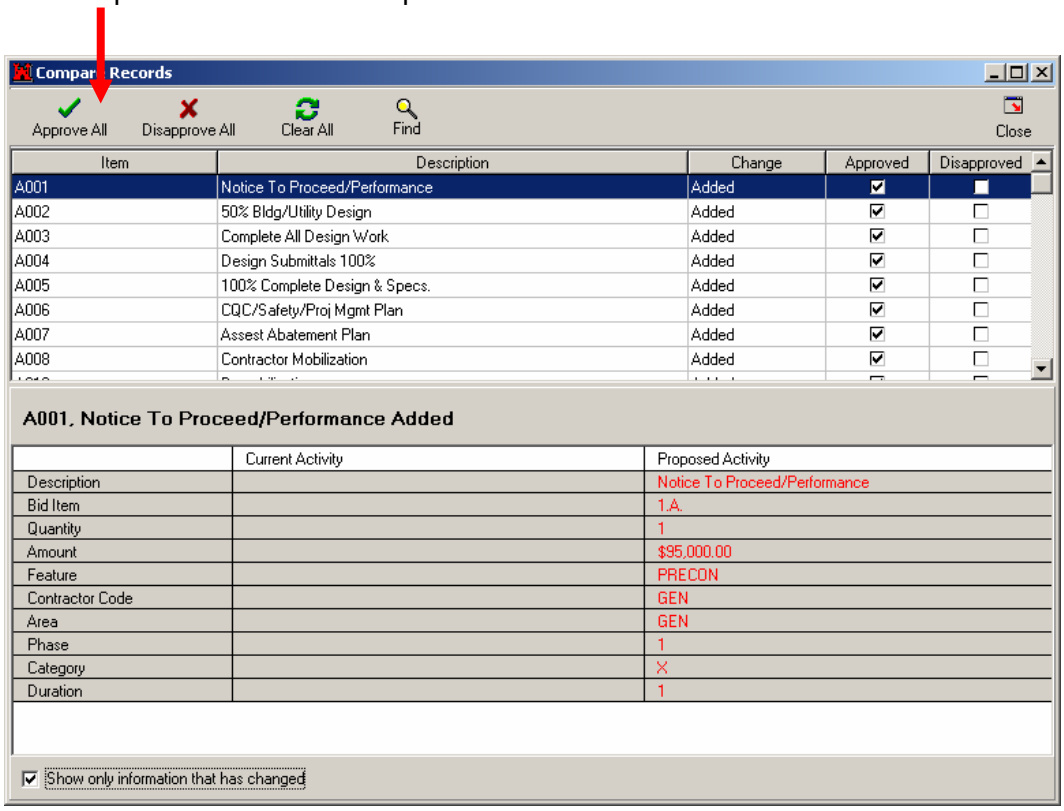


The program will continue and automatically complete the import and indicate the number of Activity Changes that were imported. Click on this link (*13 Activity Changes*).



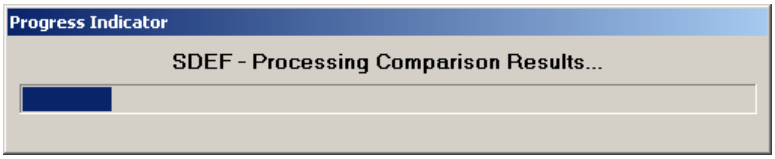
Approve (or Disapprove) the imported items

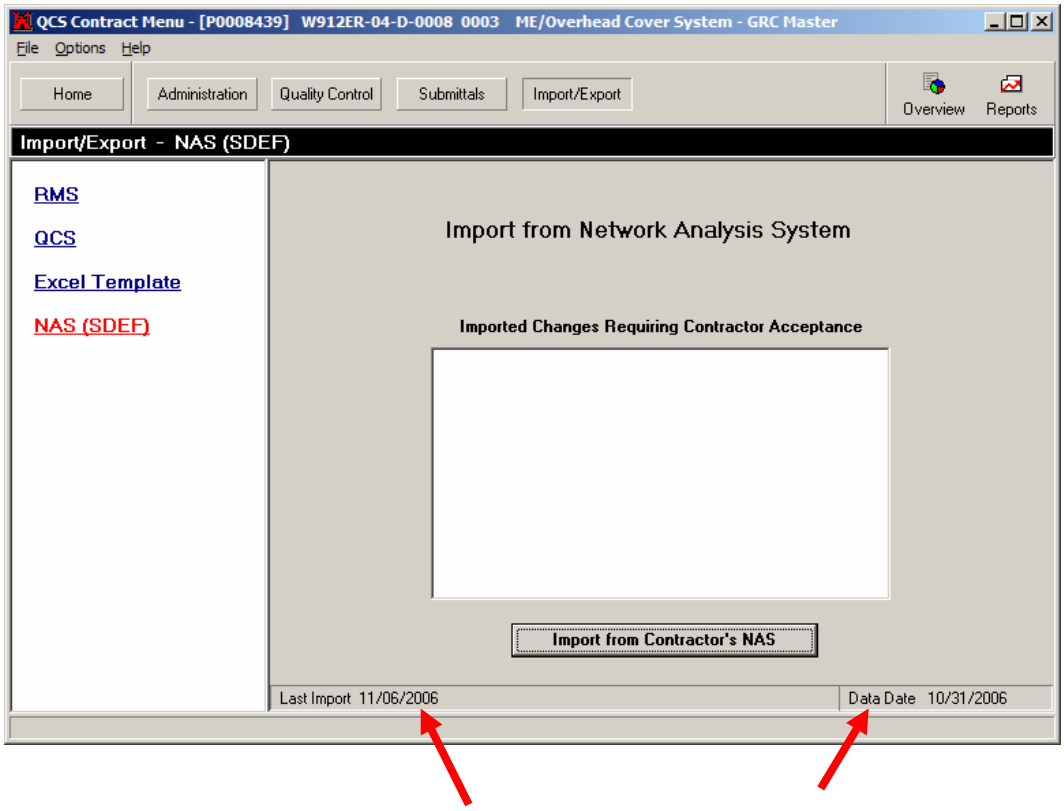
You must then approve (or disapprove) the items imported. You first CLICK on the "**13 Activity Changes**". You can take the approval (or disapproval) action on an individual activity or all activities as provided across the top of the screen.



This step is put in the program as an additional safety feature to help avoid "clobbering" your data with the wrong activity schedule.

Close the screen when you have completed the action and the program will process the activity changes (import).

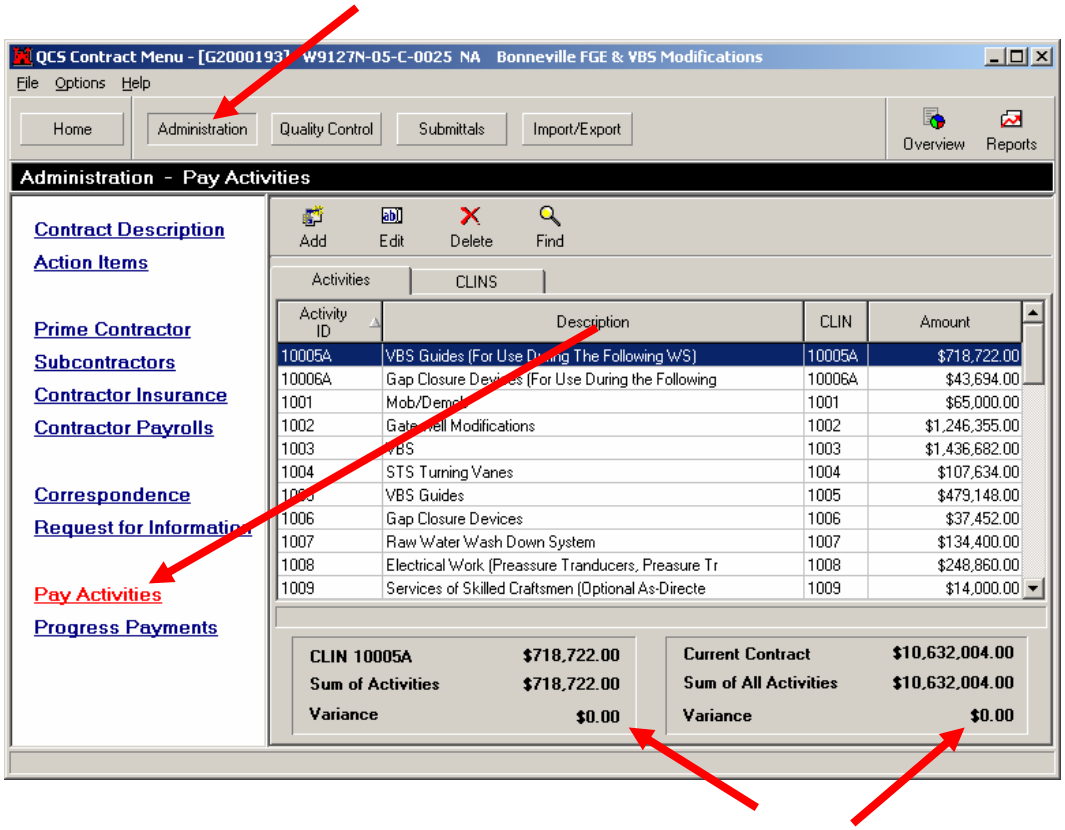




The bottom of the window will indicate the **Last Import** date and the **Data Date** of the last import.

Verify that activities have been imported and are balanced

You may then go to **Administration** and **Pay Activities** to view your import.



You will not be able to export your activities to the Government's RMS program unless the sum of the activities is perfectly balanced, as will be indicated on the bottom of the window.

This completes the import process of the **SDEF** file.

Chapter 8 Planning, Schedule & Control Matrix

Overview

This chapter highlights and cross-references the unique relationships and requirements of Corps Guide Specifications used in typical construction contracts.

Planning, Scheduling & Control Matrix

Section 01312 - QCS	**Section 01320 – Project Schedule**	**Section 01451 - CQC**
1. Electronically share information: Administration, Finances, Quality Control, Submittal Monitoring, Scheduling	3.1 General Requirements – Scheduling shall be the responsibility of the contractor. Approved project schedule shall be used to measure the progress of work.	3.2.1 Content of CQC Plan – shall include organization chart, names and qualifications, appointment letters, procedures for scheduling and managing submittals, control and verification tests, tracking and controlling three phase inspections, and tests.
6.1.1 Contractor Information – Staffing submitted 14 days from receipt of QCS software.	3.1 – Contractor management personnel shall actively participate.	3.4.1 Personnel requirements – organization to be of sufficient number to ensure safety and contract compliance.
6.1.2 Subcontractor Information – Submitted 14 days from receipt of QCS software.	3.1 - Subcontractors and suppliers shall contribute in developing and maintain schedule.	3.6 Control – CQC is means by which the contractor ensures all construction, to include subcontractors and suppliers, complies with contract requirements.
6.1.3 Correspondence shall be identified with a serial number.		
6.1.4 Equipment – Maintain a current list of equipment		3.6.1 f – physical examination of equipment.

planned for use with inspection dates.		
6.2.1 Pay Activity Data – sum of pay activities must equal the contract amount and be grouped by CLIN. Sum of all CLIN's equals contract amount.	3.3.2.7 Bid Item – All activities shall be identified by the Bid Item (CLIN) to which the activity belongs. 3.3.2.4 Responsibility – All activities shall be identified by the part responsible to perform the work. Responsibility will be identified with a responsibility code.	
6.2.2 Payment requests – all payment requests shall be prepared using QCS. Payment requests shall be submitted monthly after the coordination meeting.	3.2 – Basis For Payment. 3.3.2.1 Activity Durations are those that allow progress of activities to be accurately determined monthly (30-days).	
6.3 Quality Control –CQC Plan to be submitted in QCS within 7 Calendar Days of Acceptance.	3.4.1 Preliminary Project Schedule submitted within 20 days of NTP. 3.4.2 Initial Project Schedule submitted within 40 days of NTP.	3.2 CQC plan furnished for review NLT 14 days after receipt of notice to proceed. 3.2.2 Acceptance of plan required before the start of construction.
6.3.1 Daily CQC reports to be prepared and submitted via QCS.	3.5.4 Schedule Reports - Specified reports to be submitted at least monthly.	3.9 Documentation – contractor shall maintain current records providing factual information of quality control activities.
6.3.2 Deficiency Tracking – numerically tracked and reported using QCS.		3.2.1. g Procedures for tracking construction deficiencies.
6.3.3 Three Phase Control Meetings – maintained, scheduled and reported in QCS.		3.6 Control – Preparatory, Initial and Follow-Up phase of control.

6.3.4 Accident/Safety Tracking – Comments, direction, guidance, deficiencies, accidents		3.6 g – A review of the appropriate activity hazard analysis to assure safety requirements are met. 3.6.2 e – Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis.
6.3.5 Features of Work – include in the QCS database. Each pay activity must be linked to a feature of work.	3.3.2.10 – Feature of Work – All activities shall be identified by the feature of work in which the activity belongs.	3.2.1. I – A list of definable features of work. The list will be agreed upon during the coordination meeting.
6.3.6 QC Requirements – develop and maintain a listing of testing, transferred and installed property and user schooling.	3.3.2.3 – Government Activities shall be shown. (Approvals, inspections, tie in).	3.7.1 Testing Procedures
6.4 Submittal management – Using the government provided Eng Form 4288 contractor shall maintain a complete listing of submittals including schedule dates. Contractor shall use QCS to track and transmit submittals.	3.3.2.2 Procurement Activities – Task related to procurement of long lead items (> 90 days) to be included in the schedule.	3.2.1 d – Procedures for scheduling, reviewing and managing submittals.
7. Implementation – QCS shall be an integral part of the contractor's management of quality control.	1.2 Qualifications – Contractor shall designate an authorized representative responsible for schedule and reports.	3.1 General Requirements – Contractor is responsible for quality control and shall establish and maintain and effective system for compliance.
8. Data Submission – data to be submitted via E-Mail	3.4.4 Standard Activity Coding Dictionary – Contractor shall use the SDEF structure.	3.9 Documentation – Contractor shall maintain current records.
9. Monthly Coordination Meeting – Contractor shall update QCS each workday. Updates shall be submitted at least once per week.	3.4.2 Periodic Schedule of Updates – Submitted at the frequency of payment (monthly).	3.3 Coordination Meeting – before start of construction. There may be occasion for subsequent conference to reconfirm mutual understandings in the CQC

Contractor shall meet with Government monthly to review planned progress reporting. Payment request will not be accepted without an acceptable QCS export file.		system.